المراجمة رقم (۱) الثروالتالي







Digital citizenship and social responsibility



Digital citizenship

As a digital citizen you have:

Rights

Responsibilities



Rights

- 1- Privacy
- 2- Protection from piracy
- 3- Ability to engage with others online
- 4- Provide and access information online
- 5- Ability to use the internet when you need to



Responsibilities

- 1- Respect others' privacy
- 2- Respect various sources
- 3- Exhibit positive behavior in interactions with others
- 4- Ensure safe sharing online

Social responsibility

- You can use the internet to:
 - 1- Help others via social media
 - 2- Contribute in social activities that help solve social issues like:
 - *Improving health care
 - * Fighting pollution
 - * Fighting the factors affecting climate change.
- Peg Keiner uses social media to spread information about how to safely get rid of Personal Protective Equipment (PPE) such as:

face masks

Disposable gloves













Remember

- 1- Express your opinions in a positive way.
- 2- Respect people's opinions.
- 3- Be sure that information sources (videos, articles) are accurate and easy to understand.
- 4- Don't spread false information.
- 5- Make sure the information you share and its purpose are clear.
- 6- Be mindful of the websites you use.

 Stop visiting the site that spread false or harmful information

Corporate social responsibility

- Corporate social responsibility (CSR) means using the internet to help others by:
- 1- Addressing environmental concerns.
- 2- Supporting important causes.

Many companies include CSR tasks as part of their business plans

Lesson 04

Information websites



Reliable online libraries

1- The Alexandria Digital Library (ADL)



2- The Egyptian Knowledge Bank (EKB)





EKB is largest online educational resources, including:

1- Articles

2- Dictionaries

3- Encyclopedias

4- Books

5- Video

6- Audio

7- Interactive files

- The Egyptian Knowledge Bank (EKB)
- Content suitable for all ages.
- Safe and accurate sources.
- Free access for all Egyptian citizens.
- Files can be downloaded to your device.
- Material that is subject to copyright.

Helpful website features

Website Indian

1- Search engines inside the website:

http://www.

- Search engine found within a web page
- Search engine provides results based on what you type in the field.
- The EKB and ADL content have specialized search engines.

2- Icons:

They can be clicked to reach other sections or webpages.



3- Menus:

- Menus help you to find information.
- Menus help you to avoid scrolling too much time. (easy



Menus include clear titles and content information.

4- Contact and About fields:

- Contact and about fields allow visitors to contact or learn more about the people involved in a website.
- About link include taglines (short information to provide an overall theme of the website)

Website Creation

- WordPress is a software programs used to create websites.
- When you start creating your website:
 - 1- You can choose

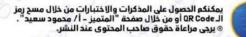
blank template

pre-loaded templates

2- Once you choose a template to work with, you will be able to access free design tools to create your website.









Home page

Home page is the first screen a visitor will see when visiting your site.

- Steps to create a homepage:
- 1- Write website title and a tagline
- 2- Add contact and about me page
- 3- Add Menus
- 4- Make sure that the appealing and theme is clear

Lesson 05

Commercial and non-commercial internet services

Library



Types of websites

- Non-commercial websites
- Noncommercial websites provide information or raise awareness on an issue.

Example: EKB - ADL





Commercial websites sell products or services.



Example: Amazon

- Commercial websites include customer reviews which help
 - Business
 - Customers to decide if they want to buy a product or not





We can get information about a product by:

Reviews

Advertisements

Fake reviews



A business or their family or friends writes their own positive reviews to make their product seem more appealing.



Negative reviews

Rival business post negative reviews under a false name on their competitors' sites

to prevent customers from making a purchase.



1- Some reviews may not be entirely fake, but they may be misleading.

- 2- A review that's overly positive or negative shouldn't be trusted.
- 3- Extreme reactions to products aren't usually good indicators about a product or service's true value.

Advertisements

- Websites can use information about the sites you visit to place advertisements, that are geared towards your:



Interests Geographic location Age Gender

Example 1:

Ahmed like football and electronics, when Ahmed watches videos online the advertisements that pop will be for sporting goods or computer products

Example 2:

If you visit a certain website or focus on a specific brand, the brand advertisements will pop up more whenever you visit other websites

Using ICT for content creation



Microsoft Edge

- Microsoft Edge is the web browser that comes with Microsoft Windows.
- Microsoft Edge is web browser which help you browse, search, stream

The Collections feature in Microsoft Edge

- Collection organizes research in one place and on multiple devices.
- You can start a collection for each new project or assignment.
- In collection, you can add:
 - * Web pages
- * Videos
- * Images (including charts and graphs)

* Text

- * Links
- * Notes
- You can also export each collection to other apps (Excel and Word)

To start a collection:

- 1- Select Collections on the toolbar.
- 2- Select Start a New Collection.
- 3- Type the title of your collection.
- 4- Add content by selecting Add current page.
- 5- Drag an image into the collection.
- 6- Select text or links and drag them into a collection.

Writing help (Microsoft Editor)

You can use Microsoft Editor to check for spelling and grammar.

- Microsoft editor will <u>highlight problems</u> such as:
 - * Capitalization errors
 - * Sentence fragments
 - * Missing or incorrect words and punctuation



Microsoft editor makes a <u>suggestion to correct each error</u>.
You decide whether to <u>accept</u> or <u>ignore</u> each suggestion.

Editor icon in Word

- Select the Editor icon in from Word toolbar.
- To review possible grammar and spelling errors and refinements to improve clarity, formality, and conciseness



You can use the Editor online extension when you do searches or write emails.

Lesson 07

How to choose online sources



Online sources

Online Online Specialized Website Meta libraries Maps museums Search engines information

1 - Online Libraries

- Online libraries are helpful for searching different media (images or videos)
- -Online libraries sometimes include dictionaries, thesauruses and encyclopedias but these are on separate sites.
- -Online libraries such as Alexandria Library, EKB have secure, verified information

Egyptian Knowledge Bank بنك المعرفة المصري



2- Online Maps

- Online Maps provide clear and accurate directions to the required places
- Google Maps are accurate and regularly updated.

3- Online Museum

- -They are wonderful reference sites that allow you to view museums digitally.
- They generally include information about each museum.





- Specialized search engines are very useful such as Google and Bing.
 Try to use appropriate keywords in your search,
 otherwise, some results might not be relevant.
- General search engines are also useful, but may lead you to unreliable pages or unsafe pages.





5 - A website's Meta information

- Meta information is the information about the site and its content (keywords)
- Meta information is displayed below each link in the search engine results to allows you to read more about the site before clicking on the link.
- At the bottom of websites there is information such as;

copyright notice logo contact information social media icons

Clicking on these links help you know if the site reliable or not.

Lesson 08

Choosing between synchronous and asynchronous communication



Online Communication

- 1- Synchronous communication
- It is a real-time communication
- Everyone interacting and taking in information at the same time
- It needs instant/immediate response

Examples of synchronous communication tools:

Video chats

Live TV shows

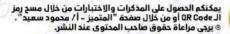


Instant chat rooms



Synchronous communication is useful when writing about a lighthearted, everyday matter, when communication with friends or family





2- Asynchronous communication

- > It is a communication that does not occur in real time.
- It does not require an instant response.

Examples of Asynchronous communication tools:

Email voice messages text messages recorded videos

Asynchronous communication is useful when:

You are writing about serious or complicated matters with someone you don't know well or with someone in authority and you don't need an answer right away (immediate answer).

Whenever you're communicating, you should respect the following:

Be polite:

- * Use a polite tone in your communication.
- * Even if you're upset about something, do not use language that could be upsetting to the recipient.
- * Respect the recipient's feelings.

Be patient:

Others may be busy or need time to respond to your message Give them time to respond before sending another message.

> Be helpful:

Part of being a good digital citizen is helping others.

Use what you've learned and share what you know to help others.

> Be clear:

It's easy for misunderstandings to occur when communicating online.

- be sure your message is clear.
- Read it back to yourself before you send it to check for potential misinterpretations







How digital devices work



Most software programs are downloaded from the internet

Installing Software



Windows PC

Android device



- 1- Find the program online.
- 2- Click the download button.
- 3- Click on file (from Downloads)
- 4- A box will pop up, follow the instructions to finish installation process
- 1-Tap on the Apps icon.
- 2- Go to the App store (Google Play stores)
- 3- Find the app you're looking for
- 4-Click Install

Updating Software

- Software programs often need to be updated.
- Updates help programs to run more efficiently.
- Many programs install necessary updates automatically.
- Some updates require a restart.
- To manage updates:



* Start button

Windows PC

- * Settings
- * Update and Security
- * Windows update

Android device



- * System
- * System Update
- * Follow the instructions to install the necessary updates.

Troubleshoot Screen freezes



- 1-Press and hold the Ctrl + Alt + Del
- 2- Use Task manager to shut down "not responding" program
- 3- press and hold down power button for several seconds.
- 4- Wait a few seconds before restarting your device

Android device

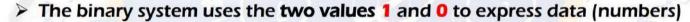


Hold down the power button for 30 seconds and restart.



Binary numbers system

- Computers use binary system to store data.
- Binary numbers is a language that the computer understands



Computers understand data (numbers) through binary electrical signals:

means ON

means OFF

Lesson 04

Determining the needs for a digital project



We must use technology to collect data to plan for the future.

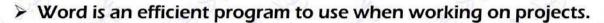
Before starting your project, discuss in groups:

- 1- What will the final product be? Presentation, poster, web page, or film
- 2- Make list of things you need to deliver the project on time
- 3- Decide on the tools that you need
- 4- Assign roles based on the strengths and interests of each group member.



Some tools you may need for a group project:

Microsoft Word





- You can set up a word document to be edited by numerous users at different locations by setting up online editing.
- > With an internet connection group members can work together at the same time

Click Edit Documents \rightarrow Edit in word for the web.

Microsoft Paint

- Microsoft paint used to create images
- You can save these images and insert it into your document.



Email

You can use email to send your work to other group members or to your teacher.



- Email allows you to attach a document or image
- Remember to always tell your group members that you're sending an attachment, so they know that it's safe to open.

Assigning roles

Assigning roles group members is important, you must discuss:

- The strengths of each group member.
- > The things needed to complete the project: pictures, text, data
- The tools you need to complete the project.
- The format that will be used to deliver information.
- Then discuss who might be best suited for each aspect of the project and assign roles.
- Be sure to go over any questions group members may have and answer the questions as a group or ask your teacher for help.





Gathering data and presenting information in action



MS Excel

You can use Excel to create a formula, make and edit graph/ chart

1- To create the formula in the cell, Use (=)

- 5th	Function	Formula
+50	To add (sum)	= B2 + A1
6 3 ·	To subtract	= B2 - A1
*	To multiply	= B2 * A1
5 21	To divide	= B2 / A1

2- To add up (sum) numbers:

- Select the cells you want to add together.
- Then click: Home >> AutoSum >> enter

Editing Graphs

1- To Add titles

Toolbar >> Chart Design >> Add Chart Element

2- Choose the color

Toolbar >> Chart Design >> Format

3- Choose the type

Toolbar >> Chart Design >> Change chart type

4- Choose the layout

Toolbar >> Chart Design >> Quick Layout



Digital information-handling skills

Research Collect Classify Process information information information

1- Researching:

- Define a research question
- To find information use internet or offline sources (books or school library)

2- Collection:

- Collect data by using Word, Excel (for numeric data), and pen and paper.
- Put data into specific files and folders for different types

3- Classification:

Classify and provide a visual representation of data drawn in the form of a graph by using Excel

4- Processing:

Process information to get to results and share them.



Presenting information in an appealing way



An effective presentation is like your favorite TV show or movie, it's a story that you are telling your audience, whatever the content.

Microsoft Word and PowerPoint

- Text can show important information in an appealing way.
- Use one or two colors to write the information
- Put important text in bold to make key information stand out.
- You can insert WordArt to make text have even more impact

In PowerPoint

- Consider using different background colors.
- Use photographs that reflect the topic of your message can catch the viewer's eye.
- You can also insert shapes or even your own drawings.
- Graphs and charts are a good way to share data, especially numbers.
- Add audio to enhance your text, be sure that it's not too long or distracting.
- Using video clips in your presentation

Movie Maker

- You can use Movie Maker to make a film from a selection of still images.
- You should respect the intellectual property rights of others when using their photos, videos and audio files



Producing an effective presentation



Go to View >> Slide Sorter to see an overview of your presentation.

Storyboard

- Storyboard is a chart that shows a sequence of content that forms a plan or outline of your presentation.
- Using Microsoft PowerPoint to make storyboards can be valuable to help producing an effective presentation.
- Storyboards allow you to plan and organize your ideas
- Storyboards allow you to tell the story you want in a simple way.
- > Storyboards allow you to pre-visualize the results of presentation
- Storyboards help you give an organized and understandable presentation.
 - The 10-20-30 rule of Microsoft PowerPoint



10: up to ten slides only

20: no longer than 20 minutes

30: font no smaller than 30

- PowerPoint Presentation shouldn't have too much information or take up too much time that will overwhelm the audience.
- Font size should be easy to read.
- Design tab offers alternatives to the normal black-and-white design of your presentation.

Web design principles



Creating a web page





- You can create a web page through Word Press program
- You can also use Microsoft Word to create your web page.
- Choose the View tab >> Web layout
- Save a file as a web page File >> Save as >> Web page.

The Web page Components:

Image:

larger image that reflects the main message.



> Heading:

- A title that catches your audience's attention.
- It should have a larger font size than the rest of the text so that it stands out.

Subheadings:

- Subheading break up information and allow your audience to see what a particular section of your story is about.
- Subheadings have a smaller font size than headings.

Main text:

- The main text will tell the story.
- The main text is smaller than subheadings, but must still be clearly visible.
- Use suitable font size and simple fonts so your message is not hard to read.



- *PowerPoint and web pages can include audio and video.
- * HTML (Hypertext Markup Language) is the language that will be displayed on a web browser





Second term Questions Bank

	Question 01	Read and C	hoose the Correc	t an	swer Öliğil
1			ies to help others, a	nd a	ddressing
	(a) Challenges	b	showdowns	0	corporate social responsibility (CSR)
2	Protection from p	iracy on the	internet is consider	ed fr	
	Rights	(b)	Ideas	0	Interactions = 1
3	progran	n is used to c	reate websites		
	(a) Excel	(b)	Word	©	WordPress
4	is con	sidered from	reliable online we	bsites	s do
	(a) Facebook	(b)	ЕКВ	0	YouTube
5	To start a new co	llection on M	licrosoft Edge web	brow	vser <mark>, y</mark> ou can pres
150	Start New Col	llection 📵	Copy Fill	0	Past Fill
6	is con	sidered from	the non-commerc	ial we	ebsites.
36	Facebook	(b)	Amazon	0	EKB
7	From the exampl	es of speciali	zed search engines		
all a	(a) Bing	(b)	Word	©	Excel
(8)	From synchronou	us communic	ation tools		
	(a) Email	b	Instant chat rooms	0	Recorded video
9	To solve the prob	olem of the so	reen freezing, click	·	The second
	F5+Enter	(b)	Del+F1	0	Crtl+Alt+Del
10	Computers unde	rstand data t	hrough	electr	ical signals
	(a) Mono 1	(b)	Binary 0,1	©	Trilogy 3
(11)	To edit a docume	nt on a Word	I file, you must	W.	document
) D	Paste	(h)	Select	(Copy

	helps you within the group	ı to send you	ur work to your	teacher	and colleag	ues	
	(a) Email	(b)	YouTube	©	Paint		
(13)	Use	search engi	ne on search.				
	Google	(b)	Home	0	Paint		
(14)	program	is used to m	ake a film from	a selecti	on of still im	ages	r • 4
10	(a) Word	(b)	Paint	©	Movie Mak	er	
15	chart.	that shows a	a specific conte	nt seque	nce in the fo	orm o	f a
	Storyboard	(b)	Playlists	©	Menu Bar		
16	is the	hypertext n	narkup languag	ge.			
	(a) Java	(b)	HTML	©	Python		0
	Question 02	put (true	e) or (false)			W 0	سئلة قبيمات الوزارز
1	Protection from pi	racy on the i	nternet is from	Digital c	itize <mark>ns</mark> hip	1 8	
	rights.					20	\
2	The Internet is use					30)
3	Respecting other responsibilities.	s privacy	is from the	aigitai	citizensnip		
4	The Internet cont	ributes to s	ocial activities	that he	lp in some	(
5	Exhibit positive be)
O	internet is consider					() ~
6	It is important to n	red fr <mark>om the</mark> nake sure of	digital citizens	hip respo	nsibilities.	()
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12.	It is important to nabout different top. The website of Alereliable online web. The Egyptian Know	red from the nake sure of pics. exandria Dig osites. wledge Banl	digital citizens the source of ir ital Library is co	hip respondention	onsibilities. on you get I from the		
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12	The Egyptian Knowledge Bank provides free use of content for Egyptians and foreigners.	0()
13	The purpose of commercial websites is to sell products or provide services.	400)
14	Microsoft Edge enables you to create databases.)
15	Amazon is an example of a commercial website.		🥏)
16	Microsoft Edge collection enables you to add images, text, and links.	1)
17	The Egyptian Knowledge Bank is considered a non-commercial website.	300)
18	Microsoft Edge is the web browser that comes with Microsoft Windows.	P)
19	Asynchronous communication requires communication and immediate response between people.	250)
20	Digital libraries provide searching for various media such as images and videos and downloading it.	()
21	Google digital maps enable you to locate clear and accurate directions for places.	t)
22	Instant chat rooms are asynchronous communication tools.	(🔄	(6)
23	Electronic museums allow users to view the museum on digital devices.	TO P)
24	Electronic mail is considered from synchronous communication tools which require an instant response.	06	(
25	The Internet enables you to download programs and applications from official application stores.	(7
26	Computers use binary systems to store data.	()
27	When you download a file for a specific program, this file appears to you in the Download folder.	()
28	Computers do not understood Numbers in binary systems.	()
29	The software on the computers must be constantly updated to work efficiently.	50)
30	The binary system uses 0,1 to express numbers on computers.	(40)	7)
31	Paint program is used when working on various projects.	51)
32	Microsoft Word allows multiple users around the world to edit the same document online	(3	7
33	Paint program is used to edit and save images.	E C)
34	Microsoft Word is one of the useful programs for the implementation of a project.	((1)



35		g a project, it is not necessary for group members their roles in the project	()				
36	Email helps you send your work to your teacher and group colleagues.							
37	Using Excel, ye	ou can add up a group of cells.	()				
38	Graphs and ch	arts are a good way to share data.	(🥥)				
39	Using Excel ve	ou can perform a calculation on a group of cells	()				
40	17 amount (1) (1)	resentation program allows adding effects to	2/32	5)				
41	The Paint prog	ram helps you classify and process information.	5 ()				
42		dd audio content to enhance the text and image		5)				
43	The state of the s	helps you to organize your ideas in the right in your presentation.	()				
44	HTML is consid	lered a hypertext markup language.	20)				
45	The presentati	on should contain a huge amount of information.	50)				
46		kup language (HTML) helps you to design a web		50)				
47	The font size w easy to read.	vithin the presentation should be appropriate and)				
48	HTML is an abl	previation for Hyper Text Markup Language.	()				
49	The state of the s	vnload a file for a specific program, that file Download folder.	(2				
50	The binary syst	tem 0.1 is used to express numbers on computers.	()				
(51)	Microsoft Word	d allows multiple users around the world to edit ment through the internet.	()				
52	Paint program information.	helps you in classifying and processing	()				
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)	a rights	b responsibilities c a and b						





(2)	Respecting others' privacy	is or	ne of youras a	digi	tal citizen.		
	(a) rights	(b)	responsibilities	0	piracy		
(3)	Digital citizenship means y	ou h	nave rights, such as	your	·		
10	a privacy	(b)	Piracy	0	keyboard		
4	As a digital citizen, we have	/e	and respor	rsibil	lities.		
200	a tasks	(b)	rights	0	Roles		
(5)	is the abbrev	iatio	n of corporate socia	l res	ponsibility.		
W.	(a) GPS	(b)	CSR	©	ICT		
6	Being socially responsible	inclu	udes being mindful (of th	e <mark></mark> we use.		
	(a) websites	(b)	printer	©	pa <mark>pe</mark> r		
7	We shouldn't spread	i	nformation.				
	a nice	(b)	good	0	false		
(8)	Before sharing sources with others, you must be sure that they						
	are a untrusted	(b)	Fake	©	accurate		
9	Expressing your opinion in	n a	is a soc	ial r	e <mark>spo</mark> nsibility.		
0	a positive way	(b)	negative way	©	a and b		
(10)	Alexandria Digital Library	and	Egyptian Knowledg	je Ba	ank are		
	libraries a online	(b)	offline	©	untrusted		
(11)	are from the ad	lvant	tages of E <mark>gyptian Kı</mark>	now	ledge Bank (EKB).		
	Free access	b	Easily to download files	©	Both (a) and (b)		
(12)	The first screen a visitor w	ill se		r site	is called		
	About	(b)	Homepage	0	Contacts		
(13)	Safe and accurate sources	are f	from the advantage	s of			
9	(a) EKB	(b)	PPE	0	school e-library		
(14)	Examples of reliable online	e libr	aries include	μ			
0	Alexandria digital library	(b)	Egyptian knowledge bank	0	a and b		



15	based on what you type in	10000	field	30	
	(a) Games	s ba	Recipes	9	Search engines
(16)	The EKB and ADL website		The Association	~	7 July 25
- 7	a personal information	(6)	search engine	0	browser
17	is a software	e pro	grams that is used	to cr	eate websites.
0	(a) WordPress	(b)	Excel	0	PowerPoint
18	Websites often putlocation, age and gender Comments	_		sts, g	
		_	advertisements	•	Tools
(19)	The purpose of commercia				
	a helping students	(b)	providing news	0	selling products
20	is/are ways to get i	nfor	mation about a pro	duct	
30	Reviews	(b)	Advertisements	0	a a <mark>nd</mark> b
(21)	The purpose of	web	sites is to sell produ	ucts o	r se <mark>rvi</mark> ces.
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(22)	is an example of a	a cor	nmercial website		
	a ADL	(b)	Amazon	©	ЕКВ
(23)	The purpose of non-comm	ercia	al websites is to		to Ju
	Provide Information	(b)	raise awareness	©	b and c
24	The aim of negative review from making a purchase	vs of	a business is to	pot	ential customers
	(a) encourage	(b)	prevent	©	Allow
25	Your friend bought one of means he used a		football equipmen site.	t fron	n Amazon, which
	(a) social	(b)	non-commercial	0	Commercial
(26)	Go to collection at the	0	. corner of Microsoft	Edge	to start new collection
	(a) up	(b)	down	0	Right
27	The featuplace and on multiple dev		n Microsoft Edge or	ganiz	es research in one
	Search	(b)	Collections	0	Chat



28	Inyou o		The way	320	En with
	(a) Google Chrome	200	Microsoft Edge	0	Internet Explorer
(29)	The Editor icon is in work		580	W	
	(a) title bar	(b)	keyboard	0	Toolbar
30	You can also each	collec	tion to other apps s	uch a	as Excel and Word
10	(a) print	(b)	сору	0	Export
(31)	You can useto ch	eck fo	r spelling and gram	mar	
24	Microsoft Editor	(b)	collections	0	YouTube
(32)	is the web brows	er that	comes with Micros	oft v	vi <mark>nd</mark> ows
	Microsoft Edge	(b)	Firefox	©	Opera
33	provide(s) clear	and a	ccurate directions t	o the	req <mark>ui</mark> red places
0	(a) Facebook	(b)	YouTube	0	Google Maps
(34)	Online libraries such as	h	ave secure, verified	info	rmat <mark>io</mark> n
0	Alexandria Library	(b)	ЕКВ	(c)	both (a) and (b)
35)	Sites that allow you to vi		useums digitally are		1-1 585
9	(a) emails	(b)	the EKB	©	online museums
(36)	Google or Bring are very	usefu	<u>(</u>		
7	Online libraries	(b)	specialized search engines	©	online museum
(37)	Ais a resource to fi	nd co		ation	
3,00	a creative commons	(b)	Google Chrome	©	office apps
(38)	search The meta information of	the si	tes are placed		each link.
0	(a) above	(b)	below	©	opposite to
(39)	allow(s) you to read	d more	e about the site befo	ore c	licking on the link.
	Online libraries	(b)	Meta information	0	About link
40	is from speci	alized	search engines.		
0	(a) Editor	(b)	Bing	©	Google Maps
41	One of the asynchronou	s com	munications digital	tool	s is
0	(a) video chats	b	instant chat	0	recorded videos



When communicating onl		your friend may hav	/e m	isunderstanding, so
your message must be			100	The state of
secret	(b)	clear	(c)	unreliable
communication	n do	esn't occur in real t	ime	and doesn't require
an instant response. Synchronous	(b)	Asynchronous	0	Real-time
n online communication,	you	should be		
(a) impolite	(b)	unclear	(0)	helpful
		sages are the tool o	f	
synchronous		asynchronous	©	real
<mark>com</mark> munication is	real-	time communicatio	n bei	tween people
synchronous	(b)	asynchronous	0	Email
Asynchronous communica	ation	tools include		50
a live television shows	(b)	email	(0)	instant chat rooms
	er to	get the response in	med	
	_			
a text messages	(b)	recorded videos	©	live tele <mark>vision sho</mark> ws
help programs t	to ru	n more efficiently		
Installs	(b)	Updates	0	Removes
n the computer binary sys	stem	, the num <mark>ber (0) me</mark>	ans	
a) on	(b)	off	(0)	One
To install a software in An	droi	d devices, go to	4	
Google Chrome	0_		(0)	Windows
When downloading file fr	om t	he internet, you wil	l find	d it in
Recycle bin	(b)	Pictures folder	(c)	Downloads folder
() () () () () () () () () ()	ike		11/1	
20 45			~	a and b
10 /V 3		SPO 2	_	
20		TO WE P	7	Ctrl+Alt+Del
	a secret	a secret communication do an instant response. Synchronous n online communication, you impolite She E-mail, voice and text messure communication synchronous synchronous synchronous synchronous live television shows st's recommended to use nearted or everyday matter to a synchronous breatted or everyday matter to a asynchronous communication live television shows breatted or everyday matter to a synchronous communication breatted or everyday matter to a synchronous communication breatted or everyday matter to a synchronous communication breatted or everyday matter to communication communicati	a secret b clear communication doesn't occur in real translant response. Synchronous D Asynchronous n online communication, you should be	a secret



(56)	To solve the problem of so	reen	freezes on Android	dev	vices, press
	(a) Ctrl+Alt	(b)	power button for 30 seconds	0	Del+Alt+Ctrl
(57)	In Android to check for up	date	es, go to	. the	n System Update
	(a) System	(b)	Search box	0	Taskbar
(58)	It's recommended to dow	nload	d software from	2	sources
30	(a) unreliable	b	untrusted	0	reliable
59	The binary system uses th numbers system.	e val	ue(s)		750 %
	(a) 0	(b)	1	(0)	a and b
60	Computers use	to	o store data more el	fficie	ntly.
W. W.	binary system	(b)	the internet	©	box
61	The option in word multiple users	2	- /\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\		7 350
3	a edit document for web				save as
62	You must press on downlo	oad b	outton to the	pro	gram S
-	(a) install	b	delete	©	edit
63	Many users around the we feature is enabled	orld (can edit the same d	ocun	nent if the
	a online editing	(b)	online sharing	(c)	online searching
(64)	When creating new email	, you	can attach	-7	The way
0	a text file	(b)	image file	0	a,b
65)	<mark>are too</mark> ls you ma	y ne	ed to make a p <mark>rojec</mark>	t	
	Microsoft Word	(b)	Microsoft point	0	a,b
66	You can use to sen teacher	d yo	ur work to other gro	oup i	members or to your
	Paint program	(b)	YouTube	0	E-mail
67)	Microsoft Word program i	s one	e of a _l	ops.	
	Microsoft Office 365	(b)	Microsoft Windows	0	programming languages
68	Dr. Ponce de Leon uses	<u></u>	to collect data to pl	an	
0	(a) technology	(b)	papers	0	electric machines





					M
69	By using, you ca		The same	520	
4	Microsoft Edge	A.	Microsoft Excel		Microsoft Paint
70	To add up numbers in Ext then click from (a) Chart Design	the l		want i	to add together, AutoSum
0		1	50		Autosum
(71)	You can use Microsoft W	ora t	o create	A)	
,0	(a) reports	(b)	web pages	©	graphs
72	tab contains the A	utoS	um function		
	a Layout	(b)	Home	0	Design
73)	The formula begins with		sign		
0	(a) +	(b)	=	©	_ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \
74)	tab in Excel c	ontai	ins the AutoSum f	unctio	n. 🎁 🥳
- 5	(a) Layout	(b)	Design	0	Home
75	To add up numbers: Selectick: Home Tab then Aut			to add	l tog <mark>eth</mark> er, then
	(a) cells	(b)	column	©	rows
(76)	The color of the graph ca	n be	chosen from the c	omma	nd
	Add Chart Element	(b)	Format	©	AutoSum
77)	You can use the		program to col	lect nu	umeric i <mark>nformat</mark> ion.
P	(a) Word	(b)	Excel	©	Paint
(78)	Excel graphs provide a		representation	of data	a
	(a) visual	(b)	audio	(0)	video
79	Which of the following for adding number in two ce			ne corr	ect formu <mark>la for</mark>
	(a) =B2/C1	(b)	=B2+C1	©	=B2+C1
80	To divide the numbers wi	ithin	the cell in Excel, yo	ou can	use the sign
9	a %	(b)	1 10	©	
(81)	You can use prog	ram t	o create tables an	d grap	ohs & w
3	(a) Excel	(b)	Paint	©	Google play
82	You can insert	to r	nake the text have	even	more impact.
	Save	(b)	WordArt	©	Paint Art



83	is one of the apps presentations	of Micro	osoft office and it	's use	d to create
	Microsoft Word	(b)	Microsoft Paint	0	Microsoft PowerPoint
84	You can use prog	gram to	make a film from	a gro	up of still images.
	Movie Maker	(b)	Excel	0	Word
85)	You can put important t	text in	font to make k	ey in	formation stand out
0	a bold	(b)	save	0	file
86	In PowerPoint program	, you car	n add to	the sl	ide
y Company	(a) sound	(b)	shapes	©	a,b
87	The 10 - 20 - 30 rule is u	sed in th	ne pro	ogram	1.
	(a) Word	(b)	Excel	©	PowerPoint
88	By using storyboards, ye	ou can n	nake pre	senta	tion
0	(a) difficult	(b)	understandable	0	strange
89	To make storyboards to	help yo	ou produce an ef	fectiv	e pr <mark>ese</mark> ntation, you
	PowerPoint	(b)	Excel	0	WordPress
90	is a chart that soutline of your presenta		sequence of cont	ent th	nat <mark>fo</mark> rms a plan or
	(a) Graph		Smart Tablet		Storyboard
91	It is better not to exceed	the dur	ration of presenta	tion f	or minutes.
	a 10	(b)	20	0	30
92	To see an overview of y	our pres	entation, click on	view	than
7-0	(a) Normal	(b)	Slide sorter	©	Slide show
93	A presentation should r	not cont	ain more th <mark>an</mark>		slides.
300	a 10	(b)	20	©	30
94	When creating a preser	ntation, t	the font size shou	ld be	
100	a difficult to read	(b)	very small	0	easy to read
95)	The mainshould	be suita	able and smaller t	han s	ubheadings
2	a text size	(b)	picture size	0	sound length
96	Your story should have attention	9		10	
	subheading	(b)	sound 🦈	0	heading

97)	To save your doo	ument as a v	veb pag	ge, select Sa	ave As f	rom	men	u.y
	(a) Home	(b)) File		0	Design		
98	Subheadings ha	ve a font size		the size	of the r	nain headi	ngs.	
10	bigger than	6) small	er than	0	the same	as 🐰	
99	stands f	or (Hypertex	t Marku	ıp Languag	je)			
	(a) HMTL	S 60 6) TMLH	1 50	©	HTML	0	
. (Question 02	put (true)	or (fal	se)		المالية المالي	المحلا	
1	Piracy is one of yo	our rights as	a digita	l citizen.		1	()
2	We should expres	s our opinio	ns in ne	aative way	/		£())
3	If a site is spreading site.				No.	isiti <mark>ng</mark> this	(>	P
4	You should sprea	d false inforn	nation.				30)
5	One of your right	s as a digital	citizen	is privacy o	n the i	nternet	(🦸	5)
6	Protection from p	iracy is one o	of your	rights as a	digital	citi <mark>ze</mark> n.	50)
7	You do not have	the right to u	ise the i	nternet wh	nen you	need it.		2)
8	Make sure the inf	ormation yo	u share	and its pur	pose a	ren't clear.	()
9	One of the social							4)
10	You should use no			4			()
11	You can use the in	nternet to he	lp othe	rs via socia	I media		()
12	You can share an	v video with	out che	cking its ac	curacy.)
13	Be sure the inform			n - 10			51	2)
14	You can't use the change and find	internet to d	liscuss t				195	D)
15	We can use Paint	program to	create v	vebpages) (1
16	EKB is considered	one of the u	ınreliab	le online s	ources		Co)
17	Downloading file	s from the El	〈B to yo	our device i	s not al	lowed	5()
18	The FKB offers ma		<i>3</i> 60				1,5)





19	The EKB has safe and reliable resources	5()
20	The content of (EKB) is suitable for children only	6.85)
21	Icons can be clicked to reach other sections or webpages	ી)
22	EKB offers materials that is subject to copyright.	CH)
23	EKB access isn't free for all Egyptian citizens.	1)
24	Helpful websites don't have search engines inside them	(3)
25 26	Menus include clear titles and content information A review that's extremely positive or negative shouldn't be trusted	1)
28	We can buy products online from non-commercial websites The purpose of non-commercial websites is to provide information.	#6" (3#)
30	Commercial websites often include customer reviews Some reviews may not be entirely fake, but they may be misleading.		6)
31	Websites can use information about the sites you visit	P)
32	Websites are either commercial or non-commercial)
33	You cannot export a collection to Excel or Word.	()
34	You can use Microsoft Editor to check the spelling and grammar		W)
35	You can start a collection for each new project or assignment	()
36	You can't add video to collection in Microsoft Edge	()
37	Collection is the Microsoft Edge browser feature used to organize research results)
38	The browser can help you browse, search, stream	(3)
39	Browsers can help you search for and view videos online.	15	<i>b</i>)
40	You can use Collection to check the spelling and grammar.	")
41 42	All online information is trusted. When using specialized search engines, try to use appropriate keywords in your search)
43	Meta information is displayed above the link in the search engine result.	(36)	D)



44	General search engines are also useful but may lead you to unreliable pages)()
45	Google Maps is considered accurate and is regularly updated	600)
46 47	Online libraries sometimes include newspaper and messages Online museums are wonderful reference sites that allow you to	9 (36))
	view museums digitally	D.	1
48	One of the most famous search engines is Bing. Online maps provide clear and accurate directions to the required	7 15%)
50	places such as Google Maps Asynchronous communications is useful when you need an immediate or quick response	9)
51	Synchronous communication does not occur in real time	(7))
52	There is just one type of communication.	()
53 54	Recorded videos are example of asynchronous communication Whenever you're communicating, you should respect the	(52)))
55	recipient's feelings	(- 3	ر)
56	Be polite and patient when communicating with others online	P)
	The binary system uses only the values 1 & 2	1 3	1
57	Binary numbers is a language that the computer understands	1	1
58	Most software programs are downloaded from the internet. In windows operating system, some major updates require a restart	(//2)
60	We should download software from unreliable sources.	()
61	To edit image use Microsoft Paint program	()
62	It's recommended to tell your group members that you're sending an attachment)
63	It's important to plan your work before starting.	(
64	You cannot setup a word document to be edit by numerous users	10)
65	Assigning roles is based on the interests of each group member	()
66	After finishing the research, you can share the research results	(3))
67	To add the values of the cells, use sign * sign	()
68	PowerPoint program used to create presentations.	13	1)

		1
	5	
0	سعيد 7	أ.محمود

69	Excel program is used to create presentations	100)
70	AutoSum is used to divide cell values automatically in Excel.	63	5)
71	In PowerPoint consider using different background colors	30)
72	You can't add shapes to slides in PowerPoint program	(3	5
73	It is not preferred to add video clips in your presentation	A CD)
74	We use Movie Maker to make a film from a selection of still images.	(y
75	Graphs and charts are good tools to share data, especially numbers.	21)
76	You cannot insert an image into a Word document.	(5)
77	An effective presentation is just like your favorite Tv show or movie	5.56°)
78	A storyboard helps you organize your ideas in sequence.	(5	76)°
79	The 10-20-30 rule is used in Microsoft Excel	6)
80	A PowerPoint presentation should present too much information	n (3
81	HLTM is the language that will be displayed on a web browser.	15)
82	Web pages can't include audio and video.	1	4)
83	HTML is a program for creating presentations	()
84	Titles font size should be smaller than the main text	(,)

انتهت الأسئلة مع أطيب الامنيات بالنج<mark>اح</mark> والتوفيق

32





Second term Questions Bank

	Question 01	Read and C	hoose the Corre	ct an	swer Swer
1			ies to help others, ing as	and a	ddressing
5	Challenges	(b)	showdowns	©	corporate social responsibility (CSR)
2	Protection from	piracy on the	internet is conside	red fro	om
T	Rights	(b)	Ideas	©	Interactions —
(3)	progra	m is used to	reate websites		
	Excel	(b)	Word	©	WordPress
4	is co	nsidered from	n reliable online we	ebsites	5
	Facebook	(b)	<u>EKB</u>	0	YouTube
(5)	To start a new c	ollection on N	Microsoft Edge web	brow	vser <mark>, yo</mark> u can press
100	Start New Co	ollection (b)	Copy Fill	©	Past Fill
(6)	is co	nsidered fron	n the non-commerc	cial we	ebsites.
3	Facebook	(b)	Amazon	©	<u>EKB</u>
7	From the examp	oles of special	ized sear <mark>ch engine</mark>	s	
2,50	a Bing	(b)	Word	©	Excel
(8)	From synchrono	ous communic	cation tools		
•	(a) Email	6	Instant chat rooms	0	Recorded video
9	To solve the pro	blem of the s	creen freezing, clic	k	The second
	F5+Enter	(b)	Del+F1	0	Crtl+Alt+Del
10	Computers und	erstand data	through	electr	ical signals
	(a) Mono 1	(b)	Binary 0,1	0	Trilogy 3
(11)	To edit a docum	ent on a Word	d file, you must	301	document
	Paste	b	Select	0	Сору

	The state of the s	ı to send yo	ur work to you	r teacher	and colleagues	
	hin the group Email	(b)	YouTube	(0)	Paint	
	. No.	search eng	ine on search.			
(a)	Google	(b)	Home	(Paint	
and the second		is used to m	ake a film from	a selecti	on of still image	
(2)	Word	(b)	Paint	©	Movie Maker	
 cha		that shows a	a specific conte	ent seque	nce in the form	
(3)	<u>Storyboard</u>	(b)	Playlists	©	Menu Bar	
	is the	hypertext n	narkup langua	ge.		
(2)	Ja <mark>va</mark>	(b)	HTML	0	Python	
Qu	estion 02	put (true	e) or (false)		T. W.	
righ: The	ts. Inte <mark>rnet</mark> is use	d to improv	e health care p	rovided to	o c <mark>iti</mark> zens.	
7.7	Respecting others' privacy is from the digital citizenship responsibilities.					
		ibutaata sa	<i>)</i>		100	
	Internet contr	ibutes to so	<i>)</i>		100	
The socia issue	Internet contr al es.		cial activities th	at help in	some	
The socia issue Exh inter	Internet contral es. ibit positive be	havior in intred	cial activities the teractions with digital citizens	others or	n some	
The socia issue Exh inter It is	Internet contral es. ibit positive be rnet is consider important to n	havior in intred red from the nake sure of	cial activities the teractions with digital citizens	others or	n some	
The social issue Exh interest It is about The	Internet contral es. ibit positive be	havior in intred from the nake sure of oics.	teractions with digital citizens the source of i	others of ship responding	n the onsibilities. on you get	
The social issue Exh interest is about The relia	Internet contral es. ibit positive be rnet is consider important to n ut different top website of Ale	havior in intred from the nake sure of oics. exandria Digosites. when we have a sites.	teractions with digital citizens the source of i	others of ship responding of the ship responding of the ship responds to	n the onsibilities. on you get	
The social issue Exh interest about The relia The educe The	Internet contral es. ibit positive be rnet is consider important to not different top website of Ale	havior in intered from the nake sure of pics. exandria Digosites. wledge Bankals.	teractions with digital citizens the source of i	others or ship responsion onsidered	n the onsibilities. on you get of from the rious	
The social issue Exh interest is about The educe onlin	Internet contral es. ibit positive be rnet is consider important to nut different top website of Ale ble online website attional materic Egyptian Known	havior in intered from the nake sure of pics. exandria Digosites. whedge Bankals. whedge Bankals. whedge Bankals.	teractions with digital citizens the source of i ital Library is considered	others or ship responsible onsidered by free var	n the onsibilities. on you get of from the rious	



		عحمو د سعید
12	The Egyptian Knowledge Bank provides free use of content for Egyptians and foreigners.	×
(13)	The purpose of commercial websites is to sell products or provide services.	V
14	Microsoft Edge enables you to create databases.	×
15	Amazon is an example of a commercial website.	1
16	Microsoft Edge collection enables you to add images, text, and links.	1
17	The Egyptian Knowledge Bank is considered a non-commercial website.	6 4
18	Microsoft Edge is the web browser that comes with Microsoft Windows.	4
19	Asynchronous communication requires communication and immediate response between people.	X
20	Digital libraries provide searching for various media such as images and videos and downloading it.	1
21	Google digital maps enable you to locate clear and accurate directions for places.	1
22	Instant chat rooms are asynchronous communication tools.	*
23	Electronic museums allow users to view the museum on digital devices.	V
24	Electronic mail is considered from synchronous communication tools which require an instant response.	×
25	The Internet enables you to download programs and applications from official application stores.	€u
26	Computers use binary systems to store data.	V
27	When you download a file for a specific program, this file appears to you in the Download folder.	1
28	Computers do not understood Numbers in binary systems.	×
29	The software on the computers must be constantly updated to work efficiently.	1
30	The binary system uses 0,1 to express numbers on computers.	1
31	Paint program is used when working on various projects.	1
32	Microsoft Word allows multiple users around the world to edit the same document online	3
(33)	Paint program is used to edit and save images.	1



Microsoft Word is one of the useful programs for the 34 implementation of a project. Before starting a project, it is not necessary for group members to 35 understand their roles in the project Email helps you send your work to your teacher and group 36 colleagues. 37 Using Excel, you can add up a group of cells. 38 Graphs and charts are a good way to share data. 39 Using Excel, you can perform a calculation on a group of cells 40 Power Point presentation program allows adding effects to slides. 41) × The Paint program helps you classify and process information. It is better to add audio content to enhance the text and image on 42 the presentation. The storyboard helps you to organize your ideas in the right 43 sequence within your presentation. 44 HTML is considered a hypertext markup language. 45) The presentation should contain a huge amount of information. Hypertext markup language (HTML) helps you to design a web 46 page. The font size within the presentation should be appropriate and 47 easy to read. 48 HTML is an abbreviation for Hyper Text Markup Language. When you download a file for a specific program, that file appears 49 in the Download folder. 50 The binary system 0.1 is used to express numbers on computers. Microsoft Word allows multiple users around the world to edit the (51) same document through the internet. **52** Paint program helps you in classifying and processing information. (53) HTML is a hypertext markup language. Question 01 Read and Choose the Correct answer



Digital citizenship is divided in to.....

rights

b responsibilities

(c) a and b







(2)	Respecting others' privacy	is o	ne of youras a	digi	tal citizen.
	(a) rights	(b)	responsibilities	0	piracy
(3)	Digital citizenship means y	ou l	nave rights, such as	your	- 116
10	a privacy	(b)	Piracy	0	keyboard
4	As a digital citizen, we have	/e	and respor	rsibi	lities.
20	a tasks	(b)	rights	0	Roles
(5)	is the abbrev	iatio	n of corporate socia	l res	ponsibility.
y de	(a) GPS	(b)	CSR	©	ICT
6	Being socially responsible	inclu	udes being mindful	of th	e <mark></mark> we use.
	a websites	(b)	printer	©	pa <mark>pe</mark> r 55
7	We shouldn't spread	i	nformation.		
2	a nice	(b)	good	0	<u>false</u>
(8)	Before sharing sources with	th ot	hers, you must be s	ure t	hat t <mark>he</mark> y
	are a untrusted	(b)	Fake	©	accurate accurate
9	Expressing your opinion in	n a	is a soc	ial r	e <mark>spo</mark> nsibility.
·	a positive way	(b)	negative way	©	a and b
(10)	Alexandria Digital Library	and	Egyptian Knowledg	je Ba	ank are
	libraries a online	(b)	offline	©	untrusted
(11)	p	lvani	tages of Egyptian Ki	now	ledge Bank (EKB).
٣	Free access	(b)	Easily to download files	0	Both (a) and (b)
(12)	The first screen a visitor w	ill se		r site	is called
	(a) About	(b)	<u>Homepage</u>	0	Contacts
(13)	Safe and accurate sources	are	from the advantage	s of	A STATE OF THE STA
9	a EKB	(b)	PPE	0	school e-library
(14)	Examples of reliable online	e libi	aries include	μ	
500	Alexandria digital library	(b)	Egyptian knowledge	0	a and b



15	are found direct based on what you type in	1000		30				
_ 4	(a) Games	(b)	Recipes	0	Search engines			
16	The EKB and ADL website	s ha	ve a specialized	12/-	F 40			
0	a personal information	(b)	search engine	0	browser			
(17)	is a software	e pro	grams that is used	to cr	eate websites.			
0	(a) WordPress	(b)	Excel	©	PowerPoint			
18	Websites often putlocation, age and gender			_				
	(a) Comments		advertisements	(e)	Tools			
19	The purpose of commercia	ıl we	bsites is					
	a helping students	(b)	providing news	0	selling products			
20	is/are ways to get i	nfor	mation about a pro	duct				
30	Reviews	(b)	Advertisements	©	a and b			
(21)	The purpose of	web	sites is to sell produ	ıcts o	r se <mark>rvic</mark> es.			
45	(a) commercial	(b)	share	0	libraries 500			
(22)	is an example of a	cor	nmercial website					
	a ADL	(b)	Amazon	0	ЕКВ			
(23)	The purpose of non-commercial websites is to							
	Provide Information	(b)	raise awareness	©	b and c			
24	The aim of negative review from making a purchase	vs of	a business is to	pot	tential customers			
	(a) encourage	(b)	prevent	©	Allow			
25	Your friend bought one of means he used a	the	football equipmen site.	t fron	n Amazon, which			
	a social	(b)	non-commercial	©	Commercial			
26	Go to collection at the	0	. corner of Microsoft	Edge	to start new collection			
	(a) up	(b)	down	0	Right			
27	The featuplace and on multiple devi		n Microsoft Edge or	ganiz	zes research in one			
	(a) Search	(b)	Collections	0	Chat			



as Excel and Word.		520	The set	
70 0000	30 7		350	
- PLO 12		(0)	Toolbar	
		such a	7	
(a) print	(в) сору	(0)	Export	
La de	eck for spelling and gran	nmar	ALTO SES	
Microsoft Editor	(b) collections	0	YouTube	
is the web brows	er that comes with Micro	soft v	vi <mark>nd</mark> ows	
Microsoft Edge	b Firefox	©	Opera	
provide(s) clear	and accurate directions	to the	req <mark>ui</mark> red places	
Facebook	(b) YouTube	0	Google Maps	
Online libraries such as	have secure, verified	d info	rmat <mark>io</mark> n	
Alexandria Library	(b) ЕКВ	0	both (a) and (b)	
Sites that allow you to vi	ew museums digitally are	e	<u> </u>	
a emails	b the EKB	©	online museums	
Google or Bring are very	useful			
a online libraries	specialized search engines	©	online museum	
Ais a resource to fi	ind copyright-free inform	ation		
a creative commons	(b) Google Chrome	©	office apps	
	the sites are placed		ea <mark>ch lin</mark> k.	
(a) above	below	©	opposite to	
allow(s) you to rea	d more about the site bef	ore c	licking on the link.	
Online libraries	Meta information	0	About link	
is from speci	alized search engines.	ZI.		
(a) Editor	Bing	0	Google Maps	
(a) Editor	b Bing s communications digital	_	(V-	
	as Excel and Word. a Google Chrome The Editor icon is in word a title bar You can also each a print You can use to che a Microsoft Editor is the web brows a Microsoft Edge provide(s) clear a Facebook Online libraries such as a Alexandria Library Sites that allow you to vice a emails Google or Bring are very a online libraries A is a resource to fice a creative commons search The meta information of a above allow(s) you to reach a Online libraries	as Excel and Word. a Google Chrome b Microsoft Edge The Editor icon is in word's	as Excel and Word. a Google Chrome b Microsoft Edge The Editor icon is in word's	(a) Google Chrome (b) Microsoft Edge (c) Internet Explorer The Editor icon is in word's



					Maria de 1
42	When communicating on your message must be		your friend may hav	ve m	isunderstanding, so
	(a) secret		<u>clear</u>	0	unreliable
43)	communication	on do	esn't occur in real t	ime	and doesn't require
	an instant response. Synchronous	(b)	Asynchronous	0	Real-time
44)	In online communication,	you	should be		
	(a) impolite	(b)	unclear	(0)	helpful
45	The E-mail, voice and text		sages are the tool o	f	The Market of the Control of the Con
	(a) synchronous		asynchronous	©	real
46)	communication is	real-	time communication	n be	tw <mark>ee</mark> n people
0	a synchronous	(b)	asynchronous	0	Email
47)	Asynchronous communication	ation	tools include		5 ²⁰ 550
W.	(a) live television shows	(b)	email	©	inst <mark>an</mark> t chat rooms
48	It's recommended to use . hearted or everyday matte asynchronous		get the response in		
49	One from of the asynchro	nous		igita	I tools is
2	a text messages	(b)	recorded videos	©	live television shows
50	help programs	to ru	n more efficiently		
	(a) Installs	(b)	<u>Updates</u>	0	Removes
51)	In the computer binary sy	stem	, the num <mark>ber (0) me</mark>	ans)
	(a) on	(b)	off	0	One
52	To install a software in An	droi	d devices, go to	A	
U	Google Chrome	(b)	Google Play Store	0	Windows
53)	When downloading file fr	om t	he internet, you wil	I find	d it in
300	Recycle bin	(b)	Pictures folder	0	Downloads folder
54)	Most software programs,	like	are downlo	aded	d from the internet
B	MS Office	(b)	Google Chrome	0	a and b
55)	To solve the problem of th	ne sci	reen freezing in Wir	ndov	vs, you can press
	Enter key	(b)	Alt+Del	(c)	Ctrl+Alt+Del



(56)	To solve the problem of so	reen	freezes on Android	l dev	rices, press			
	(a) Ctrl+Alt	(b)	power button for 30 seconds	0	Del+Alt+Ctrl			
(57)	In Android to check for up	date	the state of the s	. the	n System Update			
	a <u>System</u>	(b)	Search box	0	Taskbar			
(58)	It's recommended to down	nload	d software from	<u> </u>	sources			
20	a unreliable	(b)	untrusted	©	reliable			
59	The binary system uses th numbers system.	e val	ue(s)		NO B			
	(a) 0	(b)	1		a and b			
60	Computers use	to	o store data more el	ficie	ntly.			
	a binary system	(b)	the internet	0	box			
61	The option in word multiple users	2.			7 7 70			
	a edit document for web	(b)	print	(0)	save as			
62	You must press on downlo	oad b	outton to the	pro	gram			
	a install	(b)	delete	0	edit			
(63)	Many users around the world can edit the same document if the							
3	a online editing	b	online sharing	©	online searching			
(64)	When creating new email	, you	can attach		The state of the s			
	a text file	(b)	image file	0	<u>a,b</u>			
65)	<mark>are too</mark> ls you ma	y ne	ed to make a pr <mark>ojec</mark>	t				
0	Microsoft Word	(b)	Microsoft point	©	<u>a,b</u>			
66	You can use to sen teacher	d yo	ur work to other gro	oup i	members or to your			
	Paint program	(b)	YouTube	©	E-mail			
67)	Microsoft Word program is one of apps.							
	Microsoft Office 365	b	Microsoft Windows	©	programming languages			
68	Dr. Ponce de Leon uses	<u></u>	to collect data to pl	an	10 15 W			
5	a technology	(b)	papers	0	electric machines			



69	By using, you ca		The same	5,20	
0	Microsoft Edge	A.	Microsoft Excel		Microsoft Paint
70	To add up numbers in Ext then click from			want	to add together,
	Chart Design		Quick Layout	0	AutoSum
(71)	You can use Microsoft W	ord t	o create		
	(a) reports	(b)	web pages	0	graphs
(72)	tab contains the A	utoS	um function		
	(a) Layout	(b)	<u>Home</u>	©	Design
(73)	The formula begins with		sign		
	(a) +	(b)	≣	©	- \ 550
74)	tab in Excel c	ontai	ins the AutoSum fu	ınctio	n. 6
0	a Layout	(b)	Design	0	Home
75	To add up numbers: Selec		The state of the s	to add	l tog <mark>eth</mark> er, then
	click: Home Tab then Aut	oSun	the Enter column	0	rows
0	The color of the graph ca	n be			
(76)		_			
	(a) Add Chart Element You can use the	_	Format	lect p	AutoSum
W			\ · _		
	Word		<u>Excel</u>	(c)	Paint
(78)	Excel graphs provide a	1		or data	
	(a) visual	(b)	audio	(6)	video
(79)	Which of the following for adding number in two ce			e cor	rect formula for
	(a) =B2/C1	-	=B2+C1	©	=B2+C1
80	To divide the numbers wi	ithin	the cell in Excel, yo	ou can	use the sign
3,90	a %	(b)	L to	©	25 W
(81)	You can use prog	ram t	o create tables and	d grap	hs &
W.	a Excel	(b)	Paint	©	Google play
(82)	You can insert	to r	nake the text have	even	more impact.
	Save	(b)	WordArt	•	Paint Art



					Man (a.d)
83	is one of the apps presentations	of Mic	rosoft office and it	's use	d to create
	Microsoft Word	(b)	Microsoft Paint	0	Microsoft PowerPoint
84)	You can use prog	gram to	make a film from	a gro	up of still images.
	Movie Maker	b	Excel	0	Word
(85)	You can put important t	ext in	font to make k	cey in	formation stand out
10	a bold	(b)	save	©	file
86)	In PowerPoint program	, you ca	an add to	the sl	ide
y The	(a) sound	(b)	shapes	©	a,b
(87)	The 10 - <mark>20 -</mark> 30 rule is u	sed in	the pro	ogran	1.
	(a) Word	(b)	Excel	©	<u>PowerPoint</u>
88	By using storyboards, ye	ou can	make pre	senta	tion
	(a) difficult	(b)	understandable	0	stra <mark>ng</mark> e
89	To make storyboards to	help	you produce an ef	fectiv	e pr <mark>ese</mark> ntation, you
	PowerPoint	(b)	Excel	0	WordPress
90	is a chart that soutline of your presenta		a sequence of cont	ent th	nat forms a plan or
	(a) Graph	(b)	Smart Tablet	0	Storyboard
91	It is better not to exceed	the du	iration of presenta	tion f	or minutes
<i>p</i> -	a 10	(b)	20	0	30
92	To see an overview of y	our pre	esentation <mark>, click on</mark>	view	than
7-0	Normal	(b)	Slide sorter	©	Slide show
93	A presentation should r	ot con	tain more th <mark>an</mark>		slides.
100	(a) <u>10</u>	(b)	20	0	30
94	When creating a preser	itation,	the font size shou	ld be	
100	a difficult to read	(b)	very small	0	easy to read
95	The main should	be sui	table and smaller t	han s	ubheadings
2	a text size	(b)	picture size	0	sound length
96	Your story should have attention) _/		nes yo	our audience's
	subheading	(b)	sound	0	heading



(97)	To save your do	cument as	a w	eb pag	e, sele	ct Save	As	fromr	nenu.
	(a) Home		(b)	<u>File</u>			0	Design	
98	Subheadings ha	ve a font	size		the s	size of t	he r	main heading	gs.
10	bigger than		(b)	small	er thar	1	0	the same as	21 30
99	stands	for (Hyper	text	Marku	p Lang	guage)			
	(a) HMTL		(b)	TMLH	ľ		©	HTML	0
. (Question 02	put (tru	ie) d	or (fals	e)			قال المراجعة	(1) (전) (전)
1	Piracy is one of y	our rights	as a	digital	citizei	n.		1 3/20	×
2	We should expre	ss our opi	nion	s in ne	aative	wav			ő 🗙
3	If a site is spreadi	-7/1				A TOTAL CONTRACTOR OF THE PARTY	top	visiti <mark>ng</mark> this	1
4	You should sprea	d false inf	orm	ation.					×
5	One of your righ	ts as a digi	tal c	itizen i	s priva	icy on t	he i	nternet	1
6	Protection from piracy is one of your rights as a digital citizen.							6	
7	You do not have	the right t	o us	e the ii	nterne	t when	you	need it.	×
8	Make sure the in	formation	you	share a	and its	purpo	se a	ren't clear.	×
9	One of the social	responsib	ilitie	es is to	respec	t other	s' or	oinions	4
10	You should use n				40		1		×
11	You can use the i	nternet to	hel	p other	s via s	oci <mark>al m</mark>	edia	T	S
12	You can share an	v video w	itho	ut chec	king it	ts accui	racv	2	×
13		L			19.				1
14	Be sure the information you share and its purpose are clear You can't use the internet to discuss the factors affecting climate change and find new solutions							×	
15	We can use Paint	t program	to c	reate w	ebpac	ges			×
16	EKB is considered	J D			W.	9	ces		×
17	Downloading file	es from the	EK	B to yo	ur dev	ice is n	ot a	llowed	×
18	The EKB offers m			10 T					1



		U
19	The EKB has safe and reliable resources	<
20	The content of (EKB) is suitable for children only	×
21	Icons can be clicked to reach other sections or webpages	4
22	EKB offers materials that is subject to copyright.	1
23	EKB access isn't free for all Egyptian citizens.	×
24	Helpful websites don't have search engines inside them	×
25	Menus include clear titles and content information	1
26	A review that's extremely positive or negative shouldn't be trusted	1
27	We can buy products online from non-commercial websites	*
28	The purpose of non-commercial websites is to provide information.	1
29	Commercial websites often include customer reviews	V
30	Some reviews may not be entirely fake, but they may be misleading.	1
31	Websites can use information about the sites you visit	1
32	Websites are either commercial or non-commercial	V
33	You cannot export a collection to Excel or Word.	×
34	You can use Microsoft Editor to check the spelling and grammar	V
35	You can start a collection for each new project or assignment	4
36	You can't add video to collection in Microsoft Edge	×
37	Collection is the Microsoft Edge browser feature used to organize research results	4
38	The browser can help you browse, search, stream	1
39	Browsers can help you search for and view videos online.	1
40	You can use Collection to check the spelling and grammar.	×
41	All online information is trusted.	×
42	When using specialized search engines, try to use appropriate keywords in your search	34
43	Meta information is displayed above the link in the search engine result.	×
44	General search engines are also useful but may lead you to unreliable pages	~

ICT





T. B.	45	Google Maps is considered accurate and is regularly updated	1
1	46	Online libraries sometimes include newspaper and messages	×
	47	Online museums are wonderful reference sites that allow you to view museums digitally	4
Ų	48	One of the most famous search engines is Bing.	1
7	49	Online maps provide clear and accurate directions to the required places such as Google Maps	4
	50	Asynchronous communications is useful when you need an immediate or quick response	×
	(51)	Synchronous communication does not occur in real time	×
	52	There is just one type of communication.	×
	53	Recorded videos are example of asynchronous communication	\checkmark
	54	Whenever you're communicating, you should respect the recipient's feelings	1
	55	Be polite and patient when communicating with others online	1
	56	The binary system uses only the values 1 & 2	×
	57	Binary numbers is a language that the computer understands	1
	58	Most software programs are downloaded from the internet.	40
	59	In windows operating system, some major updates require a restart	V
N. A.	60	We should download software from unreliable sources.	×
7	61	To edit image use Microsoft Paint program	×
	62	It's recommended to tell your group members that you're sending an attachment	1
	63	It's important to plan your work before starting.	_
	64	You cannot setup a word document to be edit by numerous users	×
	65	Assigning roles is based on the interests of each group member	
	66	After finishing the research, you can share the research results	V N
	67	To add the values of the cells, use sign * sign	×
	68	PowerPoint program used to create presentations.	4
	69	Excel program is used to create presentations	×
	70	AutoSum is used to divide cell values automatically in Excel.	×
	. —		



71	In PowerPoint consider using different background colors	Y
72	You can't add shapes to slides in PowerPoint program	×
73	It is not preferred to add video clips in your presentation	×
74	We use Movie Maker to make a film from a selection of still images.	1
75	Graphs and charts are good tools to share data, especially numbers.	~
76	You cannot insert an image into a Word document.	×
77	An effective presentation is just like your favorite Tv show or movie	1
78	A storyboard helps you organize your ideas in sequence.	1
79	The 10-20-30 rule is used in Microsoft Excel	×
80	A PowerPoint presentation should present too much information	×
81	HLTM is the language that will be displayed on a web browser.	1
82	Web pages can't include audio and video.	×
83	HTML is a program for creating presentations	×
84	Titles font size should be smaller than the main text	×

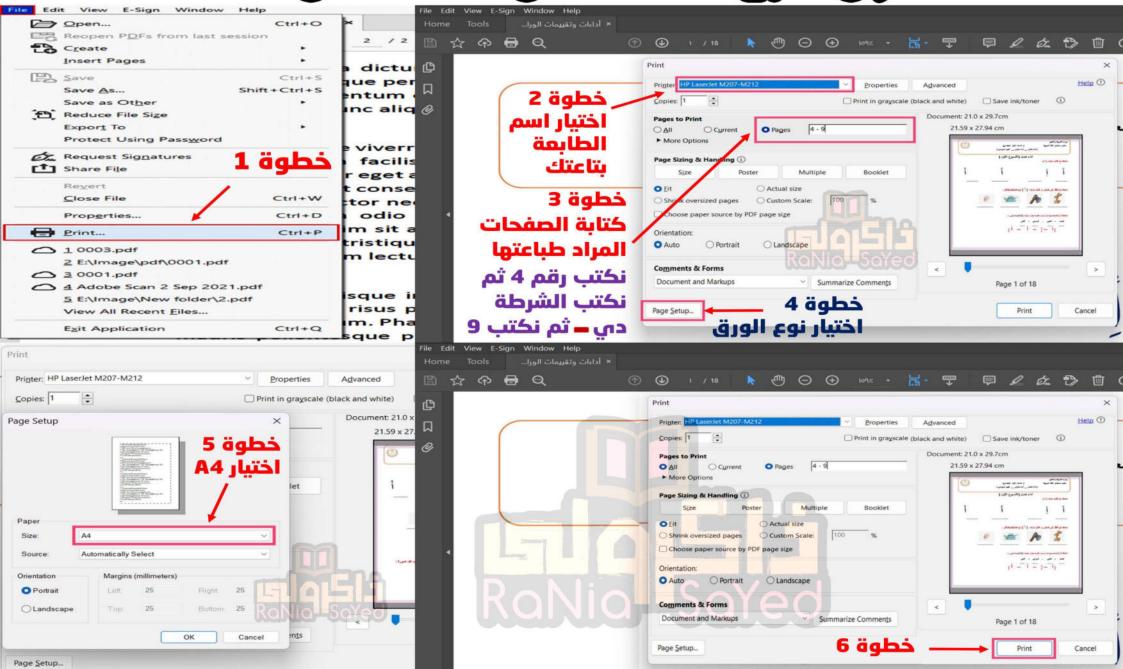
ا<mark>نتهت الأسئلة مع أطيب</mark> الامنيات بالن<mark>جاح</mark> والتوفي<mark>ق</mark>

48



ကြောင်္ကျာပိုက်မျှာတွင်ပြည်တွင်ပြည်လျှင်





المراجعة رقم (2)

الثروالتالي







final Revision O Summary





>> Digital Citizenship

As a digital citizen, you have both rights and responsibilities.

>> Rights:

- Privacy
- Protection from piracy
- 3 Ability to engage with others online
- 4 Provide and access information online
- 5 Ability to use the internet when you need to.

>>> Responsibilities:

- 1 Respect others' privacy.
- Respect various sources.
- 3 Exhibit positive behaviour in your interactions with others.
- 4 Ensure safe sharing online.

>> Social Responsibility

- You can use the internet to:
 - 1 help others via social media.
 - 2 contribute in social activities that help solve social issues, like:
 - 1- Improving health care
 - 2- Fighting pollution
 - 3- Fighting the factors affecting climate change

>> Corporate Social Responsibility

- Companies use the internet to help others by:
 - 1 addressing environmental concerns
 - supporting important causes.
- Many companies include CSR tasks as part of their business plans.











>>> Remember:

- Express your opinions in a positive way.
- Be sure that information sources are accurate and easy to understand.
- Don't spread false information.
- If a site is spreading false or harmful information, stop visiting that site.
- Make sure the information you share and its purpose are clear.

Lesson 4

- There are reliable online libraries, such as:
 - The EKB
 - The Alexandria Digital Library
- >>> The Egyptian Knowledge Bank (EKB) offers:
 - The world's largest collection of online educational resources including:
 - Articles
- Dictionaries
 Encyclopedias
- Books
- Videos
- Audios
- Interactive files

- >>> Free access for all Egyptian citizens.
- >> Content suitable for all ages.
- >> Safe and accurate sources.
- >> Files can be downloaded to your device.
- >> Material that is subject to copyright.
- >> Helpful Website Features
 - Helpful websites may contain:
 - 1 Search engines inside the website (EKB and ADL have specialized search engines).
 - 2 Menus: They help you to avoid scrolling and save time.
 - 3 Icons: When clicked, they move you to other sections or webpages.
 - 4 Contact and about fields: To learn more about the people involved in a website.





5 About links: Contain taglines "pieces of information" summarizing the website's theme.

>> Website Creation

- Software programs like WordPress are used to create websites.
- Choose a blank template or pre-loaded templates.
- Consider the photos, videos, and font size/type.
- A homepage: It is the first screen a visitor will see when visiting your site.

Lesson 5

1 Commercial Websites

2 Non-Commercial Websites

Purpose

To sell products or services.

To provide information or raise awareness on an issue.

Example

Amazon website

Egyptian Knowledge Bank





We can get information about any product from

1 Reviews

2 Advertisements

Reviews:

- Customer reviews, which can be helpful to both the business and the customer.
- Some businesses create fake positive reviews to make their products more appealing.





- Some rival businesses create fake negative reviews to prevent potential customers from making a purchase.
- A review that's overly positive or negative shouldn't be trusted.
- Extreme reactions to products aren't usually good indicators of a product.

Advertisements:

 Websites can use information about your online activity to place advertisements, related to your interests.



Lesson 6

- >> Microsoft Edge is the web browser that comes with Microsoft Windows
- >> It helps you browse, search, stream, and more.
- >> The Collections feature in Microsoft Edge
 - It organizes research in one place and on multiple devices.
 - You can add videos, images, text, links, notes, and entire webpages.
 - You can export each collection to other apps, such as Excel and Word.
 - To start a collection:
 - Select Collections on the Toolbar —— Select Start a New Collection.

>> Writing Help - Microsoft Editor

Microsoft Editor is used to check for spelling and grammar.



Microsoft Editor will highlight problems, such as

Capitalization errors

Sentence fragments

Missing or incorrect words and punctuation



>> Using Sources for Research

- Online Libraries:
 - They sometimes include dictionaries, thesauruses, and encyclopedias.



Examples of online libraries

Alexandria Library

EKB

- They have secure and verified information.
- Creative Commons Search:
 - Offers copyright-free information.
 - Not all Creative Commons sources are verified or accurate, so be careful.

2 Online Maps:

 They can provide clear, accurate, and updated directions, such as Google Maps.

3 Online Museums:

 They allow you to view museums digitally, also include information about each museum.

4 Specialized Search Engines:

- General search engines may lead you to unreliable pages or even worse, unsafe pages.
- Specialized search engines, such as Google or Bing are very useful.

6 Online Maps:

- They include information about the site, and what it contains.
- It is displayed below the search results.
- At the bottom of websites, there is usually information, such as: a copyright notice, logo, contact information and social media icons.

Lesson 8

1 Synchronous Communication:

It is a real-time communication.





Synchronous Communication Tools Video chats Live TV shows Instant chat rooms

- >> Synchronous communication is useful when:
 - 1- You are writing about a lighthearted, everyday matter.
 - 2- When communicating with friends or family.
 - 3- When you need an immediate or quick response.
- 2 Asynchronous Communication:
 - It doesn't occur in real-time.
 - It doesn't require an instant response.



Asynchronous Communication Tools

Email

Voice messages

Text messages

Recorded videos

- >> Asynchronous communication is useful when:
 - 1- You are writing about serious or complicated matters.
 - 2- When communicating with someone you don't know well.
 - 3- When communicating with someone in authority.
 - 4- When you don't need an answer right away (immediate answer).
- >> Effective Communication Tips
 - 1- Be polite 2- Be patient
 - 3- Be helpful 4- Be clear







Software Projects

- >>> Most software programs are downloaded from the internet, such as Microsoft Office and Google Chrome.
- To install a program on Windows PC: Download the program online, click file in Downloads folder, then follow the instructions to complete installation.
- >>> To install an app on Android: Find the app on (Google Play Store), then click Install.
- >> Updates help programs to run more efficiently.
- Many programs install the necessary updates automatically.
- >> Some major updates require a restart.
- >> Update in Windows:



Start button - Settings - Update and Security - Windows Update



Binary Numbers System

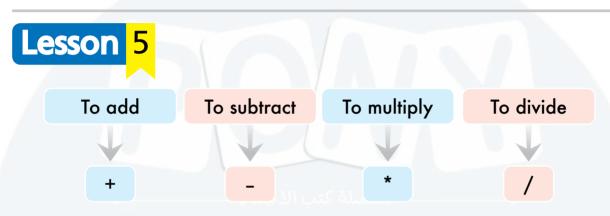
- >>> To solve screen freezes problem:
 - In Windows: Press Ctrl + Alt + Del
 - In Android: Press the power button for 30 seconds and restart.
- >>> Computers use binary for efficient data storage.
- >>> Binary numbers are a language understood by computers.
- >> The binary system uses 1 and 0 (1 is on, 0 is off).

Lesson 4

- >>> Before starting your project, discuss it in groups:
 - 1 The final product
- 2 The tools needed
- 3 Assigning roles
- >>> Microsoft Word is an efficient program to use when working on projects.



- >>> You can set up a Word document to be edited by numerous users in different locations.
- Microsoft Paint can be used to save the images you create and insert them into your document.
- >> Use emails to send your work to other group members or to your teacher.



1 Add up numbers:

Home Tab → AutoSum → Enter

2 Add titles to a graph/chart

Toolbar → Chart Design → Add Chart Element

3 Choose the color of a graph/chart:

Toolbar → Chart Design → Format

4 Choose the type of a graph/chart: Toolbar

Toolbar → Chart Design → Change Chart Type

5 Choose the layout of a graph/chart:

Toolbar → Chart Design → Quick Layout

Digital information-handling skills

Research information

Collect information

Classify information

Process information



- >>> To research, first, define a research question. Then, use the internet or offline sources.
- >>> You can collect data using Word or Excel (for numeric data), and pen and paper.



- >>> Excel graphs are one example of how you can classify and provide a visual representation of data.
- Once you have researched, collected, and classified your information, you want to process it to get results.

Lesson 6

- >>> Use one or two colors, or bold a text to emphasize specific information.
- >>> Use WordArt to make text have more impact
- >> In PowerPoint, you can use different background colors.
- >> Also you can insert photographs, shapes, charts, audio, and video
- >> You can use Movie Maker to make a film from a selection of still images.

Lesson 7

- >>> Storyboard: It is a chart that shows a sequence of content that forms a plan or outline of your presentation
- >> Storyboard helps you to:
 - 1 organize and plan your ideas
 - 2 pre-visualize the results of a presentation





The 10-20-30 Rule of Microsoft PowerPoint

- 10: Number of slides up to ten
- 20: The time of presentation no longer than 20 minutes
- 30: The font size no smaller than 30



Creating a Web Page

- >> You can create your story through:
 - Website-building program ()



2 Microsoft Word W



>> In MS Word, to save a file as a web page:

File → Save As → Web Page

- >>> HTML (Hypertext Markup Language): It is the language that will be displayed on a web browser.
- >> Headings should have a larger font size than the rest of the text.
- >> Subheadings break up the information, they have a smaller font size than headings.
- >> Text size should be suitable and smaller than subheadings.
- >> Use simple fonts so your message is not hard to read.
- >>> PowerPoint and web pages can include audio and video.

final Revision @ Model Exams

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eb browser tha	t comes with Micro	osoft Windows.
	b. Microsoft Edge	е
	d. None of them	
ving is an exam	ple of a reliable o	online library?
ital Library	-,.	Knowledge Bank
· _		d. PowerPoint
		d. 10well olli
_	•	d. Scans
ow oman, you		•
	a. all of them	
am is used to cr	eate tables and gi	aphs.
am is used to cr		aphs.
	b. About link ving is an exam b. Amazon veb browser tha ving is an exam ital Library munication tool nows ms o perform a sea b. Home programs to run b. Installs	d. None of them ving is an example of a reliable of them ital Library b. The Egyptian H d. All of them munication tools include b. emails



11	An effective present	ation is just like	e a	
	a. TV show	b. story	c. movie	d. all of them
12	progra	ım is used to m	ake slideshows.	
	a. MS Word	b. MS Excel	c. MS PowerPoin	nt <mark>d</mark> . Paint
13	Using a large imag	e can	information fo	or your story.
	a. hide	b. provide	c. break up	d. ignore
14	Using the internet by causes is known as		A	ldress environmenta
	a. challenges		b. showdowns	
	c. Corporate Sociad. individual respo		(CSR)	
15	is one	of the rights of	digital citizenship).
	a. Privacy			
	b. Protection from p	•	1.	
	c. The ability to eng	gage with othe	rs online	
	d. All of them			
16	progro			
	a. Photoshop			
17	is an e	example of a no		bsite.
	a. Jumia	al Lilanam.	b. Amazon	
10	c. Alexandria Digit			
18	Microsoft Edge can a. browse			d. all of them
10			c. sirediii	d. dii oi illelii
19	Google Maps are		b rogularly upde	atad anlina
	c. both a and b		b. regularly updod. none of them	alea omine
20		analis cammun		le ie
20	One of the asynchrona. video chats	Shous commun	b. chat rooms	15 15
	c. recorded videos		d. none of them	
21	To turn your device	off hold down		hutton
Z T	a. power	b. Esc	c. enter	d. space
	<u></u> po ;; ci	₩. EUC	U. OITIOI	JPacc

22 To send	your work	to other grou	p members or to	your teachers, use
a. Micro	soft Word	b. Paint	c. emails	d. Excel
23 Informati	on can be	collected using		
a. Photo	shop	b. Excel	c. Paint	d. none of them
24 In Power	Point, you	can add	to a slide.	
a. sound	ls	b. shapes	c. videos	d. all of them
25 When cr	eating a pr	esentation, the	font size should b	e
a. difficu	ılt to read	b. very small	c. easy to read	d. boring
26 To save ye	our docume	ent as a webpag	ge, select Save As f	rom the
menu.				
a. View		b. File	c. Design	d. Home
27 Protection	n from pira	cy on the inter	net is one of your .	······································
a. rights		b. ideas	c. interactions.	d. properties
28 If you do	not use offi	cial stores, only	download softwa	re from
sources.				
a. reliab	le	b. unreliable	c. harmful	d. dangerous
29 Digital ci	tizenship ii	ncludes rights s	uch as your	•
a. privad	СУ	b. location	c. keyboard	d. none of them
30	is an e	example of relic	able online librarie	es.
a. Alexa	ındria Digit	tal Library	b. The Egyptian h	Knowledge Bank
c. Both c	a and b		d. All of them	
31 The color	of the gra	ph can be cho	sen from the comm	nand
a. Add	Chart Elem	nent	b. Format	
c. AutoS	um		d. Quick Layout	
32	is/are	used to add ce	ell values automati	cally in Excel.
a. Auto	Add	b. Auto Cell	c. AutoSum	d. a and b
33 You can t	use the	tab in	PowerPoint to offe	er alternatives to the
normal b	lack-and-w	hite design of y	your presentation.	
a. Desig	gn	b. View	c. Insert	d. Home



34	Online maps can p	rovide clear ar	nd accurate	············•
	a. engines	b. schools	c. directions	d. none of them
35	When you are com	municating onl	ine, you should be	e
	a. fast	b. helpful	c. digital	d. all the previous
36	program i	s used to make	a film from a sele	ection of still images.
	a. Word	b. Paint	c. Excel	d. Movie Maker
37	Most software pro	grams, like	, are	download from the
	internet.			
	a. MS Office		b. Google Chror	ne
	c. a and b		d. none of them	
38	is a p	rogram used w	hen working on p	projects to write and
	format texts.			
	a. Word	b. Excel	c. PowerPoint	d. Paint
39	You can use the	sign	to add the values	of cells in Excel.
	a. +	b. =	C. *	d. /
40	You can insert	to mak	ke a text have eve	n more impact.
	a. Save	b. WordArt	c. Paint Art	d. Art
41	A webpage's	breaks	s up the informati	on and allows your
	audience to see wh	at a particular	section of your sto	ory is about.
	a. heading		b. subheading	
	c. main text		d. link	
42	langud	-		
	a. WordPress	b. Google	c. Website	d. HTML
43	is cons	sidered one of	the reliable online	websites.
	a. Facebook	b. Forums	c. EKB	d. YouTube
44	To start a new colle	ction on Micro	soft Edge web bro	wser, you can press
	a. Start New Colle	ction	b. Copy Fill	
	c. Paste Fill		d. Edit Fill	
45		art that shows	a specific content s	sequence in the form
	of a chart.	l al li	51 1 1 - 1	T 44 =
	a. Storyboard	b. Playlists	c. Playback Tools	s <mark>d. M</mark> enu Bar



46	is a wo	ay to share info	ormation.	·
	a. Pollution	b. Privacy	c. Social media	d. None of them
47	You can save the im	nages you crea	te and insert them	into your document
	using			
	a. interviews	b. emails	c. Paint	d. Facebook
48	Information can be	collected using		
	a. Photoshop	b. Excel	c. Paint	d. none of them
49	help yo	ou save time ar	nd find information	easily.
	a. Contacts	b. Menus	c. URLs	d. Posts
<u>50</u>	are use	ed to determine	accurate direction	ns.
	a. online museums		b. online maps	
	c. online libraries		d. online meeting	S
<u>51</u>	Computers understo	ınd data throug	Jh ele	ectrical signals.
	a. Mono 1		c. Trilogy 3	
52	One of the synchron	nous communic	ation tools is	
	a. text messages		b. recorded voice	es
	c. instant chat room	ns	d. emails	
53	When downloading	g a file from	the internet, you	will find it in the
	a. Recycle Bin		b. Pictures folder	
	c. Trash Window		d. Downloads fol	der
54	The use of technolog	y to collect date	is crucial in	for the future.
	a. saving	b. planning	c. searching	d. printing
55	For collecting data,	you can use	. سلسلمَ کت	
	a. Word		b. a pen and par	per
	c. Paint		d. both a and b	
56	The first screen a	visitor will see	when visiting you	ur site is called the
			_	
	a. Menus	. •	c. Contacts	d. About
57	The presentation mu	2		
. .	a. 10	b . 20	c. 30	d. 40



58 Subheadings have	fo	nt size than headi	ngs.
a. a bigger	b. a smaller	c. a larger	d. the same
59 is cons	sidered one of	the non-commercic	al websites.
a. Facebook	b. Amazon	c. EKB	d. YouTube
60 Protection from	is fro	m your rights onlin	e.
a. piracy	b. privacy	c. both of them	d. none of them
based on what you			and provide results
a. Menus	b. Icons	c. Search engines	d. Links
62 One of the features			
a. contains few sou	ırces	b. is free to use for	or all Egyptians
c. contains unrelial	ole sources	d. all the previou	S
63 is one	•		
a. Bing	b. Word	c. Excel	d. Paint
64 The Editor icon is in	the Word's	······································	
a. Title bar	b. Scroll bar	c. Toolbar	d. Menu bar
65 Onlineencyclopedias.	sometimes i	nclude dictionaries	s, thesauruses, and
a. museums	b. maps	c. libraries	d. archives
66 You can click on the a. Icons			
67 When you start cre	ating your web	site, you can choc	ose
a. a pre-loaded tec. a and b	mplate	b. a blank templed. none of the pre	
68 Before opening an	v email attach		
	,	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
a. a virus	b. safe	c. dangerous	d. checked
69 The result of the eques = 5 and B3 = 3.	uation (= A3 +	B3) will be	in case of A3
a. 2	b . 8	c. 15	d. 2.5



- 70 We add to enhance the text, provided that it is related to the displayed data and is not distracting.
 - a. graphics

c. video clips

- d. texts
- - a. F5 + Enter

b. Del + F1

c. Del + Alt + F7

- d. Ctrl + Alt + Del
- 72 It is better not to exceed the duration of a presentation by more than minutes.
 - **a.** 10

- b. 20
- c.30
- d 40
- 73 reviews include positive reviews written by businesses to make their products more appealing.
 - a. Personal
- b. Fake
- c. General
- d. Trusted
- 74is one of the examples of specialized search engines.
 - a. Bing
- b. Word
- c. Excel
- d. Paint
- - a. emails

b. instant chat rooms

c. recorded videos

- d. Google search engine
- 76 We should not spread information.
 - a. nice
- b. good
- c. right
- d. false
- 77 The feature in Microsoft Edge organizes research in one place and on multiple devices.
 - a. Search

b. Collections

c. Chat

- d. Editor
- 78 To set up a Word document to be edited by numerous users, you need
 - a. internet connection
- b. printer

c. interview

- d. camera
- 79 You can use to check for spelling and grammar errors.
 - a. Microsoft Editor

- b. Microsoft Excel
- c. Microsoft Windows
- d. none of them



 a. Microsoft Office 365 b. programming languages c. Microsoft Windows d. gaming platforms 81
 81
 a. Java b. HTML c. SQL d. Python 82 The meta information of the sites are placed
The meta information of the sites are placed each link. a. above b. below c. opposite to d. next to 83 To check for updates in Android, go to form, then System Update. a. System b. Search Box c. Taskbar d. File 84 Rivals may post reviews on competitors' sites to prevent
 a. above b. below c. opposite to d. next to 83 To check for updates in Android, go to, then System Update. a. System b. Search Box c. Taskbar d. File 84 Rivals may post reviews on competitors' sites to prevent
 83 To check for updates in Android, go to, then System Update. a. System b. Search Box c. Taskbar d. File 84 Rivals may post reviews on competitors' sites to prevent
 a. System b. Search Box c. Taskbar d. File 84 Rivals may postreviews on competitors' sites to prevent
c. Taskbar d. File 84 Rivals may postreviews on competitors' sites to prevent
84 Rivals may post reviews on competitors' sites to prevent
potential customers from making a purchase.
•
a. positive b. fake c. grateful d. supportive
85 The tab contains the AutoSum function.
a. Layout b. Design c. Home d. Formula
86 You can put important text in a font to make key information
stand out.
a. bold b. save c. hold d. file
87 To see an overview of your presentation, click View, then
a. Slide Sorterb. Design Tabc. Home Tabd. Slide Show
88 A webpage can be opened using the program.
a. Paint b. Browser c. Antivirus d. text editor
89 program is used in creating websites.
a. Excelb. Wordc. WordPressd. Paint
90 To edit a document in a Word file, you must the document.
a. paste b. select c. copy d. delete
91 Microsoft Edge can help you
a. browseb. searchc. streamd. all of them
92 The Editor icon is located in the Word's
a. Title bar b. Toolbar c. Menu bar d. none of them



			······································
93 The purpose of nor	n-commercial v	vebsites is	········•
 a. selling products 	i	b. providing info	ormation
c. otherwise		d. making profit	ts
94 Go to Collection a	t the	corner of Mic	rosoft Edge to start a
new collection.			
a. up	b. down	c. right	d. left
95 You can use	to chec	ck for spelling and	grammar errors.
 a. Microsoft Editor 		b. Microsoft Exc	cel
c. Microsoft Word		d. Collections fe	eature
96 When you are con	nmunicating or	nline, you should b	oe
a. fast	b. helpful	c. digital	d. all the previous
97 To start a collection	n in Microsoft E	Edge, you can sele	ect
a. Start New Colle	ection	b. New Webpa	ge
c. New File		d. New Slide	
98 is a	program used	for writing and	formatting text when
working on project	s.		
a. Word	b. Excel	c. PowerPoint	d. Paint
99 A storyboard helps	s you make a p	oresentation	······••
a. unorganized		b. organized	
c. not understande	able	d. confusing	
100 The 10-20-30 rule	is used in	.	
a. PowerPoint	b. Outlook	c. Paint	d. Excel
Put (✓) or (✗):			
1 Dunto ation for money	الأستان	سلسلة كتب	
1 Protection from pira	•	_	zensnip rignis. ()
2 The content of EKB		•	()
3 The internet is used	•	•	•
4 Some reviews may	not be entirely	y fake, but they mo	ay be misleading.
			()
5 Respecting others'	privacy is fron	n the digital citizer	nship responsibilities.
			()



6	You can't add a video to a collection in Microsoft Edge.	()
7	Ooogle Chrome is one of the browsers that comes with M Windows.	icrosoft ()
8	The internet contributes to social activities, which helps in some	social
	issues.	()
9	Exhibiting positive behavior in interactions with others on the int considered one of the digital citizenship responsibilities.	ernet is ()
10	Online maps can provide clear and accurate directions to the replaces.	equired ()
11	1 It is important to make sure of the source of information you ge different topics.	t about ()
12	2 Meta information allows you to read more about the site before on the link.	clicking ()
13	3 You can save and edit an image by using Movie Maker program	.()
14	4 Synchronous communication tools include video chats.	()
15	5 The Egyptian Knowledge Bank provides many free various educematerials.	ational ()
10	6 Asynchronous communication is a real-time communication beople.	etween ()
17	7 The Insert tab offers alternatives to the normal black-and-white degree your presentation.	sign of (
18	8 The Egyptian Knowledge Bank website provides the ability to dofiles to your device.	wnload ()
19	9 We use AutoSum to automatically subtract numbers in Excel.	()
20	The Egyptian Knowledge Bank provides free use of content for Eg and foreigners.	yptians ()
21	The purpose of commercial websites is to sell products or provide se	· ervices.
_		()
22	2 Microsoft Edge enables you to create databases.	()
23	3 Amazon is an example of a commercial website.	()



_,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
24 Microsoft Edge enables you to add images, text, and links.
25 The Egyptian Knowledge Bank is considered a non-commercial websit
(
26 Microsoft Edge is the web browser that comes with Microsoft Window
27 Asynchronous communication requires communication and immedia
responses between people.
28 Digital libraries provide searching for various media, such as imag and videos, and downloading it. (
29 Google digital maps enable you to find clear and accurate directions f places.
30 Instant chat rooms are asynchronous communication tools. (
31 Electronic museums allow users to view the museum on digital devices (
32 Computers use binary to store data more efficiently. (
33 Updates help programs to run more efficiently. (
34 Microsoft Paint is used for writing and formatting text. (
35 Assigning roles is based on the interests of each group member. (
36 You can use Excel to send your work to other group members or to yo teacher.
37 Paint program is used to check for spelling and grammar errors. (
38 Information can be collected using Photoshop. (
39 Electronic mail is considered one of the synchronous communication tools, which require an instant response.
40 Respecting others' intellectual property when using their material is n
important.
41 The Egyptian Knowledge Bank provides many free educational resource
(
42 In PowerPoint, photographs should reflect the topic of your message.
(



43 Microsoft Excel is used to gather data and information. ()
44 Graphs and charts are good ways to share data. ()
45 Collecting information is the first step in digital information-handling	skills.
)
46 Use "Change Chart Type" to choose the color of the graph. ()
47 Microsoft PowerPoint is used to create a spreadsheet. ()
48 The internet enables you to download programs and application official application stores.	s from)
49 All software updates require a restart. ()
50 When you download a file for a specific program, this file appears you in the Downloads folder.	ears to)
51 Computers do not understood numbers in binary systems. ()
52 The software on the computers must be constantly updated to efficiently.	work)
53 The binary system uses 0,1 to express numbers on computers. (
54 MS Word program is used when working on various projects. ()
55 Microsoft Word allows multiple users around the world to edit the document online.	same
56 Paint program is used to edit and save images. (,
57 Microsoft Word is one of the useful programs for the implementation	n of a
project. ()
58 Before starting a project, it is not necessary for group member understand their roles in the project.	ers to
59 Email helps you send your work to your teacher and group collea	gues.
)
60 Using Excel, you can add up a group of cells. ()
61) Graphs and charts are good ways to share data.)
62 Using Excel, you can perform a calculation on a group of cells. ()
63 PowerPoint program allows adding effects to slides. ()



<mark>64</mark> F	Paint program helps you classify and process information. (
	t is better to add audio content to enhance the text and image on the presentation.
	The storyboard helps you to organize your ideas in the right sequence within your presentation.
67 F	HTML is considered a hypertext markup language. (
<mark>68</mark> T	he presentation should contain a huge amount of information. (
69 \	We use Movie Maker to make a film from a selection of still images.
70 Y	You can add videos in your presentation. (
71 H	Hypertext Markup Language (HTML) helps you to design a webpage.
<mark>72</mark> E	Excel program is used to create presentations. (
<mark>73</mark> A	A PowerPoint presentation shouldn't present too much information.(
74 Y	You can use PowerPoint to show information in an appealing way by
C	adding audio to enhance the text. (
	Determining the final product of your project is the last step to start your project.
<mark>76</mark> A	A PowerPoint presentation must present too much information. (
	PowerPoint is used to make a storyboard to help producing an effective presentation.
<mark>78</mark> T	he 10-20-30 rule is used in Microsoft PowerPoint. (
	he font size within the presentation should be appropriate and easy to ead.
	t is recommended to update the software installed on your device egularly.
	Companies also use the internet to help others by addressing environmental concerns.
82 R	Respecting the privacy of others is one of the rights of citizenship.(



83 Icons can be clicked to reach other sections or webpages. ()
84 Downloading files from the EKB to your device is not allowed. ()
85 We can use Paint to create webpages. ()
86 HTML is a program for creating presentations. ()
87 The information you share is not required to be clear to other. ()
88 Respecting the privacy of others is one of the social responsibilities. ()
89 You can save a Word file as a webpage.)
90 HTML is the language that will be displayed on a web browser. ()
91) If a site is spreading false or harmful information, stop visiting that site.)
92 Pressing and holding down the power button for several minutes is on of troubleshoot screen freezes.	e)
93 You can research a topic without using the internet. ()
94 To automatically add up numbers in cells, select them and choos AutoSum.	e)
95 The font in a PowerPoint presentation should be no smaller than 3 points.	0
96 The size of the text on webpages must be appropriate and smaller that subheadings.	n)
97 Social responsibility includes expressing your positive opinions an respecting others' opinions.	d)
98 You can't export a collection to Excel or Word. ()
99 If someone needs help communicating online, don't share what you know	٧.
)
100 Websites do not include meta information. ()



Answers

1- c	2 - d	3 - b	4 - b
<u>5</u> - с	6- b	7 - a	<mark>8</mark> - a
9 - d	10- b	11- d	12 - c
13 - b	14- c	15- d	16- c
17- b	18- c	19- c	20 - c
21 - a	22 - c	23 - b	24 - d
25 - c	26 - b	27 - a	28 - a
29 - a	30 - c	31 - b	32 - c
33 - a	34 - c	35 - d	36 - d
37 - c	38 - a	39 - a	40 - b
41 - b	42 - d	43 - c	44 - a
45 - a	46 - c	47 - c	48 - b
49 - b	50 - b	51 - b	52 - c
53 - d	54 - b	55 - d	56 - b
57 - a	58 - b	59 - c	<mark>60</mark> - a
61 - c	62 - b	<mark>63</mark> - a	64 - c
65- b	66- c	67 - c	<mark>68</mark> - b
69 - b	70 - b	71 - d	72 - b
73 - b	74 - a	75 - b	76 - d
77 - b	78 - a	79 - a	<mark>80</mark> - a
81 - b	82 - b	<mark>83</mark> - a	84 - b
<mark>85</mark> - c	<mark>86</mark> - a	<mark>87</mark> - a	<mark>88</mark> - b
89 - b	90 - b	91 - d	92 - b
93 - b	94 - c	<mark>95</mark> - a	96 - b
97 - a	<mark>98</mark> - a	99 - b	100- a

1- 🗸	2- X	3- ✓	4- 🗸
5- ✓	6- X	7- X	8- 🗸
<mark>9- </mark>	10- ✓	11- ✓	<mark>12- ✓</mark>
13- X	14- 🗸	15- ✓	16- X
17- X	18- ✓	19- X	20- X
21- ✓	22- X	23- ✓	24 - ✓
25- ✓	26- ✓	27- X	<mark>28- </mark>
29- ✓	30- X	31 - ✓	<mark>32- </mark>
33- ✓	34- X	35- ✓	36- X
37- ✓	38- X	39- X	40- X
41- ✓	42- ✓	43- ✓	44- 🗸
45- X	46- X	47- X	48- ✓
49- X	50 - ✓	51- X	<mark>52- √</mark>
53- ✓	54- ✓	55- ✓	56- ✓
57- ✓	58- X	59- ✓	<mark>60- </mark>
<mark>61- </mark>	<mark>62- ✓</mark>	<mark>63- </mark>	64- X
<mark>65- </mark>	66- ✓	67- ✓	68- X
69- ✓	70- ✓	71- ✓	72- x
73 - √	74- ✓	75- X	76- X
<mark>77</mark> - ✓	78- ✓	79- √	80- ✓
<mark>81- ✓</mark>	82- X	<mark>83- ✓</mark>	84- X
85- X	86- X	87- X	88- 🗸
89- ✓	90- ✓	<mark>91- </mark>	92- X
<mark>93</mark> - ✓	94 - ✓	95- ✓	96- ✓
97- ✓	98- X	99- X	100- X

المراجمة رقم (لا)









* * Digital Citizenship * *

** Lesson 2: Digital citizenship and social responsibility ** You've previously learned, in grade 4, about the rights and responsibilities you have as a digital citizen.

Rights

- *Privacy.
- *Protection from piracy
- *Ability to engage with others online.
- *Provide and access information online.
- *Ability to use the internet when you need to.

Responsibilities

- *Respect others' privacy.
- *Respect various sources. exhibit positive behavior in
- *Interactions with others.
- *Ensure safe sharing online.

Expressing opinion in light of social responsibility:

- *Express your opinions in a positive way.
- * Be sure that your information accurate and easy to understand. Don't spread false information.
- *Make sure the information you share, and its purpose, are clear.

Corporate social responsibility

Companies also use the internet to help others, by addressing environmental concerns or supporting important causes. This is called corporate social responsibility (CSR). Today, many companies include CSR tasks as part of their business plans, to provide help to communities around the world.

** Lesson 4: Information websites **

The Egyptian Knowledge Bank (EKB) offers:

- *The world's largest collection of online educational resources, including articles, dictionaries, encyclopedias and books, and video, audio, and interactive files.
- *Files can be downloaded to your device.
- *Content suitable for all ages.
- *Safe and accurate sources.
- *Free access for all Egyptian citizens.
- *Material that is subject to copyright.

Helpful website features

- → Search engines inside the website are found directly within a web page and provide results based on what you type in the field.
- → Menus also help you to find information.
- → lcons can be clicked to reach other sections or webpages.
- → Contact and About fields are easy to find so visitors can contact or learn more about the people involved in a website.

Website Creation

Software programs like WordPress are used to create websites. When you start creating your website, you can choose a blank template or choose one of the software's preloaded templates.

Note: When creating a website, be sure to consider the photos and videos, and font size/type. You want your site to be user friendly and visually appealing.

* Lesson 5: Commercial and non-commercial internet services * *

Websites are either commercial or non-commercial.

The purpose of commercial websites is to sell products or services. Like (Amazon) amazon

The purpose of non-commercial websites is to provide information or raise awareness on an issue like (The Egyptian Knowledge Bank)

Be wary of fake reviews. They're usually written because a business wants to make their product seem more appealing, so they write their own positive reviews or have family or friends do it. Sometimes a rival business will post negative reviews under a false name.

Reviews and Ratings: One of the ways you can get information about a product.

Advertisements: Websites can use information about the sites you visit, and in any online accounts you have, to place advertisements, that are geared towards your interests, geographic location, age, and gender

* * Lesson 6: Using ICT for content creation * *

Microsoft Edge is the web browser that comes with Microsoft Windows, can help you browse, search, stream and more.

The Collections feature in Microsoft Edge:

- →Organizes research in one place and on multiple devices.
- \rightarrow You can start a collection for each new project or assignment.
- → You can add entire web pages, but you can also add individual videos, images (including charts and graphs), text, links and notes.
- → You can also export each collection to other apps such as Excel and Word.

To start a collection:

- → Select Collections on the toolbar.
- → Select Start a New Collection.
- → Type the title of your collection in the box.
- →Add content by selecting Add current page.
- → Drag an image into the collection.
- → Select text or links and drag them into a collection.

Writing help – Microsoft Editor

Use Microsoft Editor to check for spelling and grammar. The editor will highlight problems such as capitalization errors, sentence fragments and missing or incorrect words and punctuation and make a suggestion to correct each error. You decide whether to accept or ignore each suggestion.

** Lesson 7: How to choose online Sources **

⇒ USING SOURCES FOR RESEARCH

ONLINE LIBRARIES

These are helpful for searching different media, such as

images or videos. Online libraries sometimes include dictionaries, thesauruses, and encyclopedias, but these are also on separate sites, too. Make sure they are verified.

ONLINE MAPS

These can provide clear and accurate directions to the required places such as Google Maps.

ONLINE MUSEUMS

These can also be wonderful reference sites that allow you to view museums digitally, and they generally include information about each museum.

SPECIALIZED SEARCH ENGINES

Specialized search engines such as Google or Bing are very useful. Try to use appropriate keywords in your search, otherwise some results might not be relevant. General search engines are also useful, but may lead you to unreliable pages or – even worse – unsafe pages.

A WEBSITE'S META INFORMATION

Websites include meta information, such as keywords, information about the site, and what it contains. When you use a search engine and get a set of results

* * Lesson 8: Choosing between synchronous and asynchronous communication * *

Synchronous communication is real-time communication between people, with everyone interacting and taking in information at the same time using digital tools such as video chats, live television shows, and instant chat rooms.

Synchronous communication is useful when you are writing about a lighthearted, everyday matter to friends or family and you need an immediate or quick response.

Asynchronous communication is communication that does not occur in real time and does not require an instant response. Asynchronous communication tools include email, voice and text messages and recorded videos.

Asynchronous communication is useful when you are writing about serious or complicated matters with someone you don't know well or with someone in authority and you don't need an answer right away.

Whenever you're communicating, you should respect the following:

Be polite.

Be patient.

Be helpful. Be clear





Fourth Axis: (Software Projects)

* * Lesson 2: How digital devices work * *

INSTALLING SOFTWARE

Windows PC: Find the program online. Click the download button. Click on the file, located in Downloads. A

boxwill pop up. Follow the instructions to finish the installation process.

1 Android device: Tap on the Appsicon. Go to the App store (Google Play stores). Find the app you're looking for and click install.

UPDATING SOFTWARE

Many programs install necessary updates automatically.

Windows PC: Some major updates require a restart. Windows will prompt you when this is the case. To manage updates, go to the following: Start button → Settings → Update and Security → Windows update

1 Android device: To check for updates, go to System →System Update, Here, you will find updates that still need to be installed. follow the instructions to install the necessary updates.

Troubleshootscreenfreezes

Windows PC: Press and hold the "Ctrl," "Alt," and "Del" buttons

Android device: Hold down the power button for 30 seconds and restart

Binary numbers system: Computers use binary to store data more efficiently. The binary system uses the two values 1 and 0 to $^{\sim}$ The strengths of each group member. express the binary numbers system, (1 means on, 0 means off)

- * * Lesson 4: Determining the needs for a digital project * * Elements of good planning:
- **Knowing the purpose of final products.**
- **Determine** a list of needed elements for the project.
- Prepare the required tools for each part of the project.
- Assigning roles based on the strengths and interests of each group member.

some tools you may need for a group project:

Microsoft Word: Word (in Microsoft Office 365) is an efficient program to use when working on projects. Not only can group members work together at the same time, but with an internet connection, This can be done by setting up online editing.

Microsoft Paint: You can save the images you create and insert them into your document.

Email: Use email to send your work to other group members or to your teacher. Write your ideas in a message or attach a document.

Remember to always tell your group members that you're sending an attachment, so they know that it's safe to open.

Understanding the roles group members will play in the project is important. Before you start, speak to your group members to discuss the following:

- The things needed to complete the project: pictures, text, data, etc.

The tools that will be needed to complete each section of the project

> The format that will be used to deliver information

* * Lesson 5: Gathering data and presenting information * * Some useful tools in Excel:

Add up numbers: Select the cells you want to add together.

Then click: Home Tab → AutoSum Enter

Add titles or labels (e.g., for an axis) to a graph/chart:

Toolbar → Chart Design → Add Chart Element

- **⊗** Choose the color of a graph/chart: Toolbar → Chart
- **® Choose the type of a graph/chart: Toolbar → Chart Design**
- → Change chart type
- **⊗ Choose the layout of a graph/chart: Toolbar** → Chart Design
- →Quick Layout

Digital information-handling skills

You can research, collect, classify and process information using digital information handling skills.

Research: When researching a topic, first define a research question, then use the internet or offline sources, such as digital books found on your device or in the school library, to find information.

Collection: You can use Word, Excel (for numeric data), and pen and paper. Put data into specific files and folders for different types (e.g. images, text, videos, tables).

Classification: Excel graphs are one example of how you can classify and provide a visual representation of data drawn in

the form of a graph.

Processing: Once you have researched, collected, and classified your information, you want to process it to get to results and share them with others. You could use Word for a report, Excel for a spreadsheet, or PowerPoint to create a presentation

- ** Lesson 6: Presenting information in an appealing way * *
- Microsoft Word and PowerPoint

Text can show important information in an appealing way.

Consider using one or two colors to show emphasis on specific information, and put important text in bold to make key information stand out.

- **Suse the formatting tools to do this.**
- **In PowerPoint consider using different background colors.**
- Photographs that reflect the topic of your message can catch the viewer's eye.
- **You can also insert shapes or even your own drawings.**
- **Graphs and charts** are a good way to share data, especially numbers.
- Add audio to enhance a text or image. Be sure there's a clear link to the visual displayed data, and that it's not too long or distracting.
- **⊕** Consider using video clips in your presentation ones you find online, or videos you have made.

Movie Maker

- **You can use Movie Maker to make a film from a selection of still images.**
- The intellectual property rights of others should be respected when using their photos, videos and audio files.
- ** Lesson 7: Producing an effective presentation | **
 Using Microsoft PowerPoint to make storyboards can be valuable to help producing an effective presentation.
 Storyboards allow you to plan your ideas and pre-visualize the results of a presentation.

Make a very rough version of your presentation with a description of each slide, then go to $View \rightarrow Slide Sorter$ to see an overview of your presentation.

- A storyboard is a chart that shows a sequence of content that forms a plan or outline of your presentation.
- As you can see, a storyboard helps you organize your ideas in order, allows you to tell the story you want in a simple way, and helps you give an organized and understandable presentation.

The 10-20-30 rule of Microsoft PowerPoint

Let's learn about the 10-20-30 rule of PowerPoint:

A PowerPoint Presentation shouldn't present too much information or take up too much time that will overwhelm the audience. Font size should be easy to read.

10: up to ten slides only

20: no longer than 20 minutes

30: font no smaller than 30 - point size

When your presentation is taking shape, look at the 'Design' tab, in PowerPoint which offers alternatives to the normal black-and-white design of your presentation.

** Lesson 8: Web design principles **

Markup Language): is the language that will be displayed on a web browser. It's refer to (Hyper Text Markup Language).

- ≥ To create a web page:
- 1. Open "Word" program.
- 2.From "View" select "Web Layout".
- 3. Save your file as a web page from "File" menu, select "Save as", then "Web page"

Elements of a web page:

- Head title Subhead Title.
- Main Text.
- Picture Audio file Video

Consider font size and color for each piece – the main text will be smaller, but must still be clearly visible. Use simple fonts so your message is not hard to read.

Pu	$\frac{\mathrm{ll}(V)\mathrm{or}(X)}{}$		
1	Protection from piracy on the internet is from Digital citizenship rights.	()
2	The Internet is used to improve health care provided to citizens.	()
3	Respecting others' privacy is from the digital citizenship responsibilities.	()
4	The Internet contributes to social activities that help in some social issues.	()
5	Exhibit positive behavior in interactions with others on the internet is considered	()
	from the digital citizenship responsibilities.		
6	It is important to make sure of the source of information you get about different	()
	topics.		
7	The website of Alexandria Digital Library is considered from the reliable online websites.	()
8	The Egyptian Knowledge Bank provides many free various educational materials	()
9	The Egyptian Knowledge Bank is considered from the reliable online websites.	()
10	The Egyptian Knowledge Bank website provides the ability to download files to your device	()
11	The website of Alexandria Digital Library and Egyptian Knowledge Bank are	()
	considered from the reliable online websites.		
12	The Egyptian Knowledge Bank provides free use of content for Egyptians and foreigners.	()
13	The purpose of commercial websites is to sell products or provide services.	()
14	Microsoft Edge enables you to create databases.	()
15	Amazon is an example of a commercial website.	()
16	Microsoft Edge enables you to add images, text, and links.	()
17	The Egyptian Knowledge Bank is considered a non-commercial website.	()
18	Microsoft Edge is the web browser that comes with Microsoft Windows.	()
19	Asynchronous communication requires communication and immediate response between people.	()
20	Digital libraries provide searching for various media such as images and videos and downloading it.	()
21	Google digital maps enable you to locate clear and accurate directions for places.	()
22	Instant chat rooms are asynchronous communication tools.	()
23	Electronic museums allow users to view the museum on digital devices.	()
24	Electronic mail is considered from synchronous communication tools which require an instant response.	()
25	Exhibiting positive behavior in interactions with others online is from the responsibilities.	()
26	The Egyptian Knowledge Bank provides many free educational resources.	()

		عا لغ	
27	Google digital maps enable you to locate clear and accurate directions for places.	T Jegs)
28	Microsoft Edge is a web browser that comes with Microsoft Windows.	4	/)
29	Amazon is an example of a commercial website.	1)
30	Electronic mail is considered from synchronous communication tools which require	()
	an instant response.		
31	The Internet enables you to download programs and applications from official application stores.	()
32	Computers use Decimal systems to store data.	()
33	Computers use binary systems to store data.	Ì)
34	When you download a file for a specific program, this file appears to you in the Download folder.	()
35	Computers do not understood Numbers in binary systems.	()
36	The software on the computers must be constantly updated to work efficiently.	()
37	The binary system uses 0, 1 to express numbers on computers.	()
38	Paint program is used when working on various projects.	()
39	Microsoft Word allows multiple users around the world to edit the same document online.	()
40	Paint program is used to edit and save images.	()
41	Microsoft Word is one of the useful programs for the implementation of a project.	ì)
42	Before starting a project, it is not necessary for group members to understand	()
43	their roles in the project. Email helps you send your work to your teacher and group colleagues.	,	١
44	Using Excel, you can add up a group of cells.	1) \
45	Graphs and charts are a good way to share data.	1) 1
46	Using Excel, you can perform a calculation on a group of cells.	1) 1
	Power Point presentation program allows adding effects to slides.	1) 1
48	The Paint program helps you classify and process information.	1) 1
49	It is better to add audio content to enhance the text and image on the	1) 1
47	presentation.	'	,
50	The storyboard helps you to organize your ideas in the right sequence within your presentation.	()
51	HTML is considered a hypertext markup language.	()
52	The presentation should contain a huge amount of information.	()
53	Hypertext markup language (HTML) helps you to design a web page.	()
54	The font size within the presentation should be appropriate and easy to read.	()
55	HTML is an abbreviation for Hyper Text Markup Language.	()
56	When you download a file for a specific program, that file appears in the Download folder	()

- 57 The binary system 0.1 is used to express numbers on computers.
- 58 Microsoft Word allows multiple users around the world to edit the same docustion through the internet.
- 59 The binary system 0.1 is used to express numbers on computers.
- 60 Paint program helps you in classifying and processing information. (
- 61 HTML is a hypertext markup language. (

Choose the correct answers:

1- ι	using the	internet by	companies '	to help oth	iers, and	addressing	environmental	causes is
kno	owing as .		•					

- A. Challenges'
- B. show downs.
- C. corporate social responsibility (CSR).
- D. Individual responsibility.
- 2- Protection from piracy on the internet is considered from
- A. Rights.
- B. Ideas.
- C. Interactions.
- D. Properties.
- π-programs is used to create websites
- A. Excel.
- B. Word.
- C. WordPress.
- D. Paint.
- 4- is considered from reliable online websites
- A. Facebook.
- B. Forums.
- C. EKB.
- D. YouTube
- 5 -To start a new collection on Microsoft Edge web browser, you can press....
- A. Start New Collection.
- B. Copy Fill.
- C. Past Fill.
- D. Edit fills.
- 6- is considered from the non-commercial websites.

- **Question (ICT) Grade 5** A. Facebook. B. Amazon. C. EKB. D. YouTube. 7- From the examples of specialized search engines...... A. Bing. B. Word. C. Excel. D. Paint. 8- From synchronous communication tools..... A. Email. B. Instant chat rooms. C. Recorded video. D. Google search engine. 9- From the examples of specialized search engines..... A. Bing. B. Word. C. Excel. D. Paint. 10- program is used to create websites.
- A. Bing.
- B. Word.
- C. WordPress.
- D. Paint.
- 11- To solve the problem of the screen freezing, click.....
- A. F5+Enter.
- B. Del+F1.
- C. Del+Alt+F7.
- D. Ctrl+Alt+Del
- 12- Computers understand data through electrical signals.
- A. Mono 1.
- B. Binary 0, 1
- C. Trilogy 3.
- D. Quad 4.
- 13- To edit a document on a Word file, you must......
- A. Paste document.
- B. Select document.
- C. Copy document.
- D. Delete document
- 14- Helps you to send your work to your teacher and colleagues within the group.

- A. Email.
- B. YouTube.
- C. Paint.
- D. Word.
- 15- Use search engine on search.
- A. Google.
- B. Home.
- C. Paint.
- D. Power Point.
- 16- Program is used to make a film from a selection of still images.
- A. Word.
- B. Paint.
- C. Excel.
- D. Movie Maker.
- 17- is a chart that shows a specific content sequence in the form of a chart.
- A. Storyboard.
- B. Playlists.
- C. Playback Tools.
- D. Menu Bar
- 18- is the hypertext markup language.
- A. Java.
- B. HTML.
- C. SQL
- D. Python.
- 19- From the examples of specialized search engines is.....
- A. Bing.
- B. Word.
- C. Excel.
- D. Paint.



Put $(\sqrt{\ })$ or (X):

		′/			
1	Protection from piracy on the internet is from Digital citizenship rights.)	
2	The Internet is used to improve health care provided to citizens.	()	
3	Respecting others' privacy is from the digital citizenship responsibilities.	()	
4	The Internet contributes to social activities that help in some social issues.	()	
5	Exhibit positive behavior in interactions with others on the internet is	()	
	considered from the digital citizenship responsibilities.				
6	It is important to make sure of the source of information you get about	()	
	different topics.				
7	The website of Alexandria Digital Library is considered from the reliable online	()	
	websites.				
8	The Egyptian Knowledge Bank provides many free various educational materials	()	
9	The Egyptian Knowledge Bank is considered from the reliable online websites.	()	
10	The Egyptian Knowledge Bank website provides the ability to download files to	()	
	your device				
11	The website of Alexandria Digital Library and Egyptian Knowledge Bank are	()	
	considered from the reliable online websites.				
12	The Egyptian Knowledge Bank provides free use of content for Egyptians and	(Χ)	
	foreigners.				
13	The purpose of commercial websites is to sell products or provide services.	()	
14	Microsoft Edge enables you to create databases.	(Χ)	
15	Amazon is an example of a commercial website.	()	
16	Microsoft Edge enables you to add images, text, and links.	()	
17	The Egyptian Knowledge Bank is considered a non-commercial website.	()	
18	Microsoft Edge is the web browser that comes with Microsoft Windows.	()	
19	Asynchronous communication requires communication and immediate	(X)	
	response between people.				
20	Digital libraries provide searching for various media such as images and videos	()	
	and downloading it.				
21	Google digital maps enable you to locate clear and accurate directions for	()	
	places.				
22	Instant chat rooms are asynchronous communication tools.	(X)	

23 Electronic museums allow users to view the museum on digital devices. 24 Electronic mail is considered from synchronous communication tools which require an instant response. 25 Exhibiting positive behavior in interactions with others online is from the responsibilities. 26 The Egyptian Knowledge Bank provides many free educational resources. 27 Google digital maps enable you to locate clear and accurate directions for places. 28 Microsoft Edge is a web browser that comes with Microsoft Windows. 29 Amazon is an example of a commercial website. 30 Electronic mail is considered from synchronous communication tools which (X) require an instant response. 31 The Internet enables you to download programs and applications from official application stores. 32 Computers use Decimal systems to store data. (X) 33 Computers use binary systems to store data. 34 When you download a file for a specific program, this file appears to you in the Download folder. 35 Computers do not understood Numbers in binary systems. (X) 36 The software on the computers must be constantly updated to work efficiently. 37 The binary system uses 0, 1 to express numbers on computers. 38 Paint program is used when working on various projects. 39 Microsoft Word allows multiple users around the world to edit the same document online. 40 Paint program is used to edit and save images. 41 Microsoft Word is one of the useful programs for the implementation of a project. 42 Before starting a project, it is not necessary for group members to understand (X) their roles in the project. 43 Email helps you send your work to your teacher and group colleagues. 44 Using Excel, you can add up a group of cells. 45 Graphs and charts are a good way to share data. 46 Using Excel, you can perform a calculation on a group of cells. 47 Power Point presentation program allows adding effects to slides.

- 48 The Paint program helps you classify and process information.
- 49 It is better to add audio content to enhance the text and image on the presentation.

50	The storyboard helps you to organize your ideas in the right sequence within	(√	
	your presentation.		

51	HTML is considered a hypertext markup language. (Χ

- 52 The presentation should contain a huge amount of information. ($\sqrt{\ \ }$
- 53 Hypertext markup language (HTML) helps you to design a web page. ($\sqrt{\ }$)
- 54 The font size within the presentation should be appropriate and easy to read. ($\sqrt{\ }$)
- 55 HTML is an abbreviation for Hyper Text Markup Language. ($\sqrt{}$
- 56 When you download a file for a specific program, that file appears in the Download folder
- 57 The binary system 0.1 is used to express numbers on computers. ($\sqrt{}$
- 58 Microsoft Word allows multiple users around the world to edit the same document through the internet.
- 59 The binary system 0.1 is used to express numbers on computers. ($\sqrt{\ }$)
- 60 Paint program helps you in classifying and processing information. (X)
- 61 HTML is a hypertext markup language. ($\sqrt{}$

Choose the correct answers:

- 1- using the internet by companies to help others, and addressing environmental causes is knowing as
- A. Challenges'
- B. show downs.
- C. corporate social responsibility (CSR).
- D. Individual responsibility.
- 2- Protection from piracy on the internet is considered from.....
- A. Rights.
- B. Ideas.
- C. Interactions.
- D. Properties.
- Υ-programs is used to create websites
- A. Excel.
- B. Word.
- C. WordPress.
- D. Paint.

C. Del+Alt+F7.
D. Ctrl+Alt+Del

Question (ICT) Grade 5

4- Is considered from reliable online websites A. Facebook. B. Forums. C. EKB. D. YouTube 5 -To start a new collection on Microsoft Edge web browser, you can press.... A. Start New Collection. B. Copy Fill. C. Past Fill. D. Edit fills. 6- is considered from the non-commercial websites. A. Facebook. B. Amazon. C. EKB. D. YouTube. 7- From the examples of specialized search engines...... A. Bing. B. Word. C. Excel. D. Paint. 8- From synchronous communication tools..... A. Email. B. Instant chat rooms. C. Recorded video. D. Google search engine. 9- From the examples of specialized search engines..... A. Bing. B. Word. C. Excel. D. Paint. 10-..... Program is used to create websites. A. Bing. B. Word. C. WordPress. D. Paint. 11- To solve the problem of the screen freezing, click A. F5+Enter. B. Del+F1.



- 12- Computers understand data through electrical signals. A. Mono 1. B. Binary 0, 1 C. Trilogy 3. D. Quad 4. 13- To edit a document on a Word file, you must...... A. Paste document. B. Select document. C. Copy document. D. Delete document 14- helps you to send your work to your teacher and colleagues within the group. A. Email. B. YouTube. C. Paint. D. Word. 15- Use search engine on search. A. Google. B. Home. C. Paint. D. Power Point. 16- program is used to make a film from a selection of still images. A. Word. B. Paint. C. Excel. D. Movie Maker. 17- is a chart that shows a specific content sequence in the form of a chart. A. Storyboard. B. Playlists. C. Playback Tools. D. Menu Bar 18- is the hypertext markup language. A. Java. B. HTML. C. SQL D. Python. 19- From the examples of specialized search engines is...... A. Bing.
- B. Word.
- C. Excel.
- D. Paint.



المراجعة رقم (4)









Final Revision

*(1) Choose the right answer:

Mr. Ahmed Elbasha

1. As a digital	al citizen, we have ar	nd responsibilities.	
a. tasks	b. rights	c. roles	d. privacy
2. The	is an example of a non-co	mmercial website.	
a. Reviews	S	b. Amazon	9
c. EKB		d. Alexandria Library	
3. The	will highlight words or p	hrases that may be incorrec	et and suggest
alternativ	es, to help you edit your text.		
a. Editor	b. export	c. collections	d. import
4. Online lil	braries such as have	secure, verified information	n.
a. Alexand	lria Library	b. EKB	
c. both (a)	& (b)	d. Amazon	
5. In the con	nputer binary system, number (1) means	
a. on	b. off	c. pass	d. numeric
6. You can	use to send your work	to other group members o	r to your
teacher.			
a. Paint pr	ogram b. YouTube	c. E-mail	d. Word
7	help customers decide if they	want to buy a particular pr	oduct or not.
a. Reviews	s b. Emails	c. Advertisements	d. Menus
8. Computer	rs use number system	n to store data more efficiei	ntly.
a. binary	b. decimal	c. octal	d. title
9. The purp	ose of commercial websites is		
a. sell prod	ducts or services	b. watching films	
c. educatio	on	d. rights	
10.Go to coll	ection at the corner	of Microsoft Edge to start n	new collection.
a. up	b. down	c. top right	d. wrong
11.You can u	ise program to creat	e tables and graphs.	t and de
a. Excel	b. Zoom	c. Paint	d. WhatsApp
12.Subheadi	ngs have a font size t	han heading.	* *
a. bigger	b. smaller	c. larger	d. weak

13. The result of the equa	tion (= A3 + B3) will be	in case of A	3 = 5 and B3 = 3
a. 2	b. 8	c. 15	d. 20
14.Express your opinions	s in a is one o	f social responsibilities	S.
a. positive way		b. negative way	
c. both (a) and (b)		d. none of them	
15.It is better not to exce	ed the duration of prese	ntation for	minutes.
a. 10	b. 20	c. 30	d. 40
16 is the lang	uage that will be display	ed on a web browser.	
a. HTML	b. Editor	c. PHP	d. paint
17 is an exam	ple of commercial websi	te.	
a. EKB	b. Paint	c. Amazon	d. Word
18.Computers use	to store data more	efficiently.	
a. decimal numbers		b. binary numbers	<i>y</i>
c. eight numbers		d. none of them	
19.You can use	to make a film from a	selection of still image	es.
a. Word	b. Movie Maker	c. PowerPoint	d. Excel
20 these can p	provide clear and accura	te directions to the rec	quired places.
a. EKB	b. Online museums	c. Online maps	d. Messages
21.One of the synchrono	us communication digita	ıl tools is	
a. video chat	b. email	c. text message	d. games
22. The number of slides	in a presentation should	not be more than	slide.
a. 10	b. 20	c. 30	d. 40
23. The software that is u	sed to create web site is		
a. WordPress	b. YouTube	c. PowerPoint	d. Excel
24.To start a collection in	n Microsoft edge you car	ı select	
a. starts new collection		b. new folder	ģ.
c. new web page		d. new title	
25.To solve the problem	of screen freezes you can	n use the bu	itton.
a. ALT + Tab + Del		b. ALT + Ctrl + shift	
c. ALT + Ctrl + Del		d. None of them	
26 is the web	browser that comes wit	h Microsoft Windows.	
a. Microsoft Edge		b. Mozilla Firefox	
c. Google Chrome		d. Opera browser	4
27.You can use the	program to collect	t numeric information.	,
a. Word		b. PowerPoint	
c. Excel		d. none of them	

28. The font in a present	ation shouldn't be sma	ller than poir	nt size.			
a. 10	b. 20	c. 30	d. 40			
29. The computer binary system number (0) means						
a. pass	b. on	c. off	d. double			
30 communi	cation is real-time com	munication between peo	ple.			
a. Email		b. Synchronous	10			
c. Asynchronous		d. None of them				
31. You can discover the	capitalization errors v	ia				
a. export	b. editor	c. edge	d. collections			
32.Software programs I	ike are used	to create websites .				
a. game	b. WordPress	c. chat	d. Google			
33 allow you	to view museums digit	ally.				
a. Online Libraries		b. Online Museums	7			
c. Online Maps		d. EKB				
34 is an exam	nple of reliable online l	ibraries .				
a. WhatsApp		b. The Alexandria D	igital Library			
c. YouTube	c. YouTube d. Facebook					
35 is the web	browser which can he	lp you browse, search ar	nd stream.			
a. Microsoft Edge	b. PowerPoint	c. Excel	d. Word			
36. To solve the problem	of screen freezes, you	can use				
a. Alt+ Tab + Del	-(/)	b. Ctrl + Alt + Del				
c. Alt + Del		d. none of them				
37. You can use	sign to add the valu	es of cells in Excel.				
a. +	b	c. *	d./			
38.In the computer bina	ry system. number (1)	means				
a. on	b. off	c. double.	d. up			
39 is a resou	rce to find copy right-f	ree information.				
a. Creative commons	search	b. Google chrome				
c. Online libraries		d. WhatsApp				
40. You can use	program to create t	ables and graphs.				
a. Excel	b. Paint	c. Zoom	d. Word			
41. The result of the equ	ation (=A2-B2) will be	in case of A2	=10 and B2=3.			
a. 5	b. 8	c. 7	d. 9			
42. You can choose	from file menu t	o save a file as a web pag	ge.			
a. save as	b. share	c. delete	d. copy			
43. To save a document	as a web page, choosing	g menu then save	as then web page			
a. File	b. Edit	c. View	d. Design			

3

44 is real-tin	ne communication b	petween people.						
a. Synchronous comm	unication	b. Asynchronous comn	nunication					
c. Email		d. None of them						
45.In PowerPoint program, you can add to the slide.								
a. sound	b. shapes	c. video	d. all of them					
46 are exam	46 are examples of reliable sources.							
a. Alexandria Digital	Library	b. EKB						
c. Both (a) and (b)		d. None of them						
47.One of the asynchron	nous communication	n digital tools is	V					
a. video chats		b. instant chat rooms						
c. recorded videos		d. all of them						
48.Google or Bing are v	ery useful							
a. online libraries		b. specialized Search E	ngines					
c. online museums		d. all of them						
49. You should downloa	d software from							
a. reliable sources		b. untrusted sources						
c. unreliable sources		d. none of them						
50. You can use Ctrl + A	alt + Del to solve the	problem of screen freezes in .						
a. Windows PC		b. iPhone						
c. Android		d. both (b) and (c)						
51. The font size of the s	ubtitles must be	the main title's font.						
a. greater than	b. equal to	c. same as	d. less than					
52. Electronic libraries o	contain t	o present research results.						
a. Videos	b. Icons	c. Search Engines	d. Numbers					
53.Before sharing infor	mation, you must fi	rst ensure that the sources						
a. weak	b. unreal	c. accurate	d. strong					
54 is used to	send a document.							
a. Email	b. Address	c. Title	d. Google					
55. Websites often put	that matc	h your interests in geographic	al location.					
a. comments	b. jokes	c. advertisements	d. tools					
56.One of your rights as	s a digital citizen is	protection from						
a. privacy	b. piracy	c. sharing	d. record					
57 websites of	often include custon	ner reviews and advertisement	ts.					
a. Commercial		b. Non-commercial						
c. Both a & b		d. None of them						
58.Online maps can pro	vide clear and accu	rate						
a. engines	b. school	c. directions	d. apps					

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59.Microsoft word pro	gram is one of	apps.	
a. Programming Lang	guages	b. Microsoft Windo	ws
c. Microsoft Office 3	65	d. all of them	
60 is a web	browser that comes wit	h Microsoft windows.	
a. Microsoft Edge		b. Microsoft Word	
c. EKB		d. Google chrome	
61 can be us	sed to create web pages	•	
a. Word		b. HTML	
c. Both a & b		d. None of them	100
62 is used to	check grammar and s	pelling.	
a. Skype	b. Google	c. Microsoft Editor	d. Facebook
63.The time of PowerP	oint presentation shoul	d not be longer than	
a. 30 minutes		b. 10 minutes	7
c. 20 minutes		d. 40 minutes	
64.The is ar	example of reliable on	line library websites.	
a. Egyptian Knowled	ge Bank	b. Google	
c. Amazon		d. WhatsApp	
65.Microsoft Edge is th	e browser that comes w	vith	
a. Windows	b. Google	c. macOS	d. WhatsApp
66 is a way	to share information.	<u></u>	
a. Pollution	b. Social media	c. Tasks	d. Files
67 is a prog	ram used to create a da	tabase and table.	
a. Word	b. Paint	c. PowerPoint	d. Excel
68.You could use	to create a preser	ntation.	
a. Windows	b. Word	c. PowerPoint	d. Excel
69.The Egyptian Know	ledge Bank (EKB) offe	rs	
a. dictionaries		b. encyclopedias and	d books
c. video and audio		d. all of them	
70.Asynchronous comi	nunication tools include	e	
a. email		b. voice and text me	ssages
c. recorded videos		d. all of them	

*(2) Put $(\sqrt{})$ or (X):

1.	To start a formula, use the ** symbol at the beginning of the equation.	()
2.	You can't add shape to slides in PowerPoint program.	()
3.	PowerPoint presentation shouldn't present too much information.	()
4.	We can buy products Online from non-commercial websites.	()
5.	Protection from piracy is one of rights of digital citizens.		7
6.	Google Maps aren't accurate and are never updated.)
7.	Microsoft Editor use to check for spelling and grammar.	()
8.	Asynchronous communication does not require an instant response.	()
9.	The purpose of non-commercial websites is to sell products or services.	()
10	Microsoft Word is an efficient program to use when working on projects.	()
11	.Software programs never need to be updated.	()
12	.Make sure the information you share, and its purpose, are clear.	()
13	Amazon is a commercial website, it provides services and products.	()
14	Commercial website often include customer reviews.	()
15	You can't add video to collection in Microsoft Edge.	()
16	You can use Microsoft Word to make a film from a selection of still images.	()
17	Assigning roles is based on the interests of each group member.	()
18	Downloading files from the EKB to your device is not allowed.	()
19	Licons can be clicked to reach other sections or webpage.	()
20	.Use Microsoft Editor to check for spelling and grammar.	()
21	.If a site is spreading false or harmful information, stop visiting that site.	()
22	.Many programs can be update automatically.	()
23	3. Reviews are one way you can get information about a product.	()
24	Graphs and charts are good way to share data.	()
25	.You can't insert an image into a Microsoft Word.	()
26	Auto sum is used to add values automatically in Excel.	()
27	'.MS editor is used to check errors in capital letters in the English.	(

ICT Second Term 2024/2025	Grade 5		
28. You must exhibit 1	positive behavior in interactions with others.	()
29. Software programs	s like WordPress are used to create websites.	()
30. Microsoft Edge is	web browser that comes with Microsoft Office 365.	()
31.Updates help prog	rams to run more slowly.	()
32.Google maps can J	provide clear and accurate direction to the required places.	()
33. When you start cre	eating your website, you can choose a blank template.		
34. The 10-20-30 rule	is used in Microsoft Excel.		7
35. Extreme reactions	to products aren't usually good indicators about a product.)
36. The browser can h	elp you browse, search, stream	()
37. Updates help prog	rams to run more efficiently.	()
38. Asynchronous con	nmunication is real-time communication.	()
39. Word program is a	used to create a presentation.	()
40. Whenever you're o	communicating, you should be not clear.	()
41. You can use email	to send your project to your teacher.	()
42. Amazon is an exam	mple of commercial website.	()
43. We can use Paint J	orogram to create webpages.	()
44. Google Chrome is	one of the browsers that come with Microsoft Windows.	()
45. Make sure the info	ormation you share, and it purpose are clear.	()
46.Recorded Videos a	are example of asynchronous communication.	()
47. You cannot attach	files to your message when creating new E-mail.	()
48.Paint program is u	sed to create films including some pictures.	()
49.HTML is the langu	uage that will be displayed on a web browser.	()
50. The content of EK	B is suitable for children only.	()
51. The binary system	is a language that the computers understand.	()
52. Excel program is a	used to create presentations	()
53. We shouldn't sprea	ad false information.	()
54. You can use word	to check for spelling and grammar errors.	()
55. Google or Bing is	very useful specialized search engines.	()

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ICT Second Term 2024/2025		Grade 5	
56. You can use the int	ernet to help others via social media.	()
57. Websites are either	commercial or non-commercial.	()
58. We can buy produc	ets online from non-commercial websites.	()
59. Be polite and be pa	tient when communicating with others online.	()
60. Text messages are	considered a synchronous communication tool.	(
61.You can insert shap	bes in Microsoft Word only.		
62. You can't add video	os or links to a collection in Microsoft Edge.	1	5
63. You cannot attach a	a document to your email.	()
64. You can use Micro	soft Word to create web page.	()
65. When you write an	E-mail don't be polite.	()
66. One of your rights	is protection from piracy.	()
67. All online informat	ion is trusted.	()
68. Movie Maker is use	ed to make a film from a collection of still images.	()
69. Sharing and access	ing information is one of the rights you have as a digital citizen	n. ()
70. Computers use the	eight number system to store data more efficient.	()
71. You cannot express	s your opinions freely online.	()
72. Synchronous comm	nunication is real-time communication between people.	()
73. The purpose of con	nmercial website is to sell products.	()
74.Recorded videos ar	e example of asynchronous communication.	()
75. The Egyptian Know	vledge Bank is a commercial site.	()
76. The binary system	uses only the values 1, 2.	()
77. We should downloa	ad software from unreliable sources.	()
78. The purpose of con	nmercial websites is to sell products or services.	()
79. Part of being a good	d digital citizen is helping others.	()
80. Software should be	updated regularly to help it run more efficiently.	()
81 .It is a social respon	sibility to express your opinions in a negative way.	(

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*(3) Complete the following sentences by using these words:

1.	(social media - CSR - WordPress - responsibility)
1.	is the abbreviation of (Corporate Social Responsibility).
2.	Respect other's privacy is one of your as a digital citizen.
3.	Peg Keiner uses to spread information about how to safely get rid of the
	problem of PPE in the environment.
4.	is used to create websites.
2.	(negative words - titles - Reviews - EKB)
1.	Use like Mr., Dr. when communicating with a person of authority.
2.	From the recommendation of communicating online, avoid
3.	is an example of a non-commercial website.
4.	are a way you can get information about a product.
3.	(collection - Microsoft Editor - web browser - one place)
1.	You can export a to Excel or Word apps.
2.	The Collections feature organizes research in and on multiple devices.
3.	Microsoft Edge is the that comes with Microsoft Windows.
4.	is used to make suggestions to correct errors .
4.	(Privacy - online – Feelings - WordPress)
1.	Yourare difficult to convey through written messages.
2.	is a digital citizen's right.
3.	It's important to be positive when communicating
4.	is used to create websites.
1	
5.	(Amazon - Reviews – commercial - EKB)
1.	The purpose of websites is to sell products or services.
2.	is a commercial website.
3.	are one way you can get information about a product.
4.	is an example of a non-commercial website.

0.	(30 seconds – restart – Google Play – software)
1.	Microsoft office is a programs.
2.	We can install apps from stores.
3.	Some major updates require a
4.	Hold down the power button for and restart to solve the problem of screen
	freezes.
7.	(presentation - Paint program - Word program - E-mail)
1.	is one of Microsoft Office 365 and it is used for writing.
2.	We use to create and edit images.
3.	The is used for sending and receiving messages.
4.	can show important information in an appealing way.
8.	(email - Synchronous - Asynchronous - helpful)
1.	An is an example of asynchronous communication.
2.	A part of being a good digital citizen is to be
3.	communication is a real-time communication and needs an immediate response
4.	communication does not require an instant response.
9.	(Online maps - Online libraries – google - roles
1.	Search engines, such as are very useful to look for information online.
2.	such as Alexandria Library and EKB, have secure and verified information.
3.	provide clear and accurate directions to the required places.
4.	Before starting a project, you have to assign to group members .
10	. (decimal - binary - EKB - Excel - Microsoft Office 365)
1.	The system is called the base-ten system.
2.	The system represents information by 1 sand 0 s.
3.	MS Word is one of the programs included in
4.	program is used to create a graph.
5.	The is one of the online sources.

Model Answer

*(1) Choose the right answer:

1. B	13. B	25. C	37. A	49. A	61. B
2. C	14. A	26. A	38. A	50. A	62. C
3. A	15. B	27. C	39. A	51. D	63. C
4. C	16. A	28. C	40. A	52. C	64. A
5. A	17. C	29. C	41. C	53. C	65. A
6. C	18. B	30. B	42. A	54. A	66. B
7. A	19. B	31. B	43. A	55. C	67. D
8. A	20. C	32. B	44. A	56. B	68. C
9. A	21. A	33. B	45. D	57. A	69. D
10. C	22. A	34. B	46. C	58. C	70. D
11. A	23. A	35. B	47. C	59. C	
12 R	24 Δ	36 A	48 B	60 A	

*****(2) Put (√) or (X):

- (-) <u>- 416 (</u>	1 / 01 / 22 / 1				40
1. (X)	15. (X)	29. (√)	43. (X)	57. (\(\(\) \)	71. (X)
2. (X)	16. (X)	30. (X)	44. (X)	58. (X)	72. (√)
3. (√)	17. (√)	31. (X)	45. (√)	59. (√)	73. (√)
4. (X)	18. (X)	32. (√)	46. (√)	60. (X)	74. (√)
5. (√)	19. (√)	33. (√)	47. (X)	61. (X)	75. (X)
6. (X)	20. (√)	34. (X)	48. (X)	62. (X)	76. (X)
7. (√)	21. (√)	35. (√)	49. (√)	63. (X)	77. (X)
8. (√)	22. $(\sqrt{\ })$	36. (√)	50. (X)	64. (X)	78. (X)
9. (X)	23. (√)	37. (√)	51. (\(\frac{1}{2} \)	65. (X)	79. (√)
10. (√)	24. (√)	38. (X)	52. (X)	66. (√)	80. (√)
11. (X)	25. (X)	39. (X)	53. (√)	67. (X)	81. (X)
12. $(\sqrt{\ })$	26. (√)	40. (X)	54. (√)	68. (√)	
13. $(\sqrt{\ })$	27. (√)	41. (√)	55. (√)	69. (√)	
14. (√)	28. (√)	42. (\(\)	56. (√)	70. (X)	

*****(3) Complete the following sentences by using these words:

*(U)	complete the following sentence	es by	using these words.
1	1. CSR	2	1. Titles
	2. Responsibility		2. negative words
	3. social media		3. EKB
	4. WordPress		4. Reviews
3	1. Collection	4	1. Feelings
	2. one place		2. Privacy
	3. web browser		3. Online
	4. Microsoft Editor		4. WordPress
5	1. Commercial	6	1. Software
	2. Amazon		2. Google Play
	3. Reviews		3. Restart
. 1	4. EKB		4. 30 seconds
7	1. Word program	8	1. email
	2. Paint program		2. helpful
	3. E-mail		3. Synchronous
	4. presentation	k #	4. Asynchronous
9	1. Google	10	1. decimal
	2. Online libraries		2. binary
	3. Online maps		3. Microsoft Office 365
	4. roles		4. Excel
19			5. EKB

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Al-Khwarizmi Educationa	۽ بازالة بيقائي Series ا	واصل وانسلب وغير مسموح	سول على مذكرات الشرح كلملة ف				
The	eme 3: Lesso	n 1 Question	s: Explorer is	Action			
First : Put (✓) or (×) :-							
1- The Go Green initiative in Egypt aims to raise awareness of environmental issues. ()							
2- Emphasizes each citizen's role in protecting the environment and natural							
resources is no	t one of the go	als of the Go	Green initiative	e. ()			
3- Keiner used technological tools to spread awareness about the dangers of litter. ()							
4- Keiner decided	to help sprea	d awareness	of the dangers	of the Internet. ()			
ACTION OF THE POST	AND		ive entitled "Go Gre	een" in 2019. ()			
6- Keiner launche	ed the #tracking	gppe hashtag	on Twitter.	()			
7- Debris Tracker A	App can be dov	vnloaded on t	he mobile phon	e for free.			
8- Keiner is a Nat	tional Geograp	hic explorer.					
9- Peg Keiner is	a biologist.						
Second: Choose	the correct a	nswer from t	he following:				
1. The ir	nitiative in Egyp	t aims to sprea	d awareness of e	environmental issues.			
A- Go green E	3- Improve heal	th services	C- Social media	d- all above			
2. It is considered of focused on to ra				of Environment			
A- A decent life.	3- Go green.	C- 10	0 million health	d- all above			
3. One of the digita	al applications ι	ised to collect	data on personal	protective waste.			
A- Word	3- Excel	C- De	bris Tracker	d-paint			
4. The	application ca	n be used to re	cord data on wa	ste locations and types.			
A- Debris Tracker	B- Whatsa	ірр	C- GPS	d- word			
5. To create a hash	tag, it must beg	in with the sign	١				
A-#	3- @	C- \$		d- %			
6. Keiner works as and is also an ambassador for the Global Goals to the United Nations.							
A- Director of innovations at a school B- Explorer at National Geographic							
C- All of the above D- None							
7. Among the initiatives that the Egyptian Ministry of Environment focused on to raise awareness of the dangers of waste is							
A-Go green E	3- Improve healt	th services	C- Social media	d- all above			
	ICT 5 th Gr	rade	((3)) M	r- Belal Nasr 01065760483			

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Al-Khwarizmi Educat	ب وغیر مسموح بازالة بیثانی ional Series	للصول على حذكرات الشرح كاملة تواصل واتساد	7	3				
8. The waste tracker application allows you to record waste locations via								
A- GPS	B- IR	C- Bluetooth	d- all above	e				
9. Personal protective equipment (PPE) such as.								
a- facemasks	b- disposable gloves.	c-a & b	d- none					
10.Ms.Keiner used the hashtag on twitter and instagram to encourage followers to collect PPE.								
a- #Go green	b- #trackingppe	c-#Gppe	d- al	l abov	re			
11.The "go Green" initiative aims to spread awareness of issues								
a- Educational	b- environmental	c- all of the above	d- no	one				
12.Location data can be recorded via the system.								
a- Android	b- Windows	C- Mac OS	d- Gl	PS				

Theme 3: Lesson 2 Questions: Digital citizenship and social responsibility								
First: Put a sign (✓) or a sign (x):								
1. One of your responsibilities as a digital citizen is to respect the privacy of others.								
2. You should visit sites that publish fake information.)			
3. Your opinions should be positive when communicating with people online.								
4. When communicating online, you must express your opinions in a positive way.								
5. Respecting the privacy of others is one of the most important rights you enjoy as a digital citizen.								
6. One of the individual's rights as a digital citizen is lack of privacy.								
7. You can express your opinion online, considering your rights and responsibilities.								
8. You cannot express your opinions freely online.								
9. It is your social responsibility when using the Internet to help others.								
10. Websites that publish false or harmful information must be monitored.								
11. You must make sure not to spread false information.								
12. Protection from piracy on the internet is from Digital citizenship rights.)			
13. The Internet is used to improve health care provided to citizens.)			

Al-Khwarizmi Educational Serie	اصل وانساب و غير مسموح بازاله بيغاني	حصول على الدرات الشرح داملة تو					
14. Respecting others' pr	ivacy is from the digital	citizenship respons	sibilities.				
15. The Internet contributes to social activities that help in some social issues							
16. Exhibit positive behavior in interactions with others on the internet is considered							
from the digital citizer	nship responsibilities.		()				
17. It is important to make sure of the source of information you get about different							
topics.			()				
Second: Choose the correct answer from the following:							
1- It is a use of technology in a safe way.							
a- Digital Citizenship	b- Digital Footprint	c- Piracy	d- all of above				
2- Among the rights that you must enjoy as a digital citizen							
a- Privacy	b- Respecting the privac	cy of others c- Bo	oth d- None				
3- The individual's responsibilities as a digital citizen are							
a- Respecting the privacy	of others	b- Privacy					
c- Protection from piracy	PS Y	d- all of above					
4- Digital citizenship provides you with rights such as							
a- Privacy		b- Protection fro	m piracy				
d- ability to use the internet c- All of above							
5- As a digital citizen, respect the privacy of others							
a- Your rights	b- Your responsibilities	c- Both	d- none				
6- One of your most important responsibilities as a digital citizen is in dealing							
with others online.							
a- Showing positive beha	vior b- Protection from	n piracy c- Be	oth d- none				
7- You can use the interr	net via to help othe	ers and contribute	in social activities				
a- YouTube	b- social media.	c-EKB	d- all of above				
1. using the internet by companies to help others, and addressing environmental causes							
is knowing as							
A. Challenges.e		B. showdowns.					
C. corporate social respo	nsibility (CSR).	D. Individual responsibility.					
	ICT 5 th Grade	((5)) Mr-	Belal Nasr 01065760483				

Al-Khwarizmi Educational Se	وغير مسموح بإزالة بيقاتي ries	ح كلملة تواصل واتسلب	حسول على الكرات الشر		Q	
2. Protection from pira	acy on the internet i	s considered	from		_	
A. Rights.	B. Ideas.	C. In	teractions.	D. Properties.		
******	******	*****	******	*****		
Theme 3: lesson 3 Questions: Online communication						
First: Put (\checkmark) or (x) :						
1. It is preferable to st	ate the reason for se	ending a lett	er to your te	acher at the		
beginning of the let	ter.			()	
2. You should avoid us	ing nicknames and i	making jokes	when comm	nunicating with you	r	
teacher.		29 3 2		()	
3. It is not necessary to	o introduce yourself	if you have	not met the	person you are		
writing to before.		,		417)	
4. One of the forms of	positive communication	ation online	is the use of	kind and encouragi	ng	
phrases.)	
5. It is easy to misunde			37)	
6. You should use posi				or the Internet ()	
7. It is difficult for misur8. You can use the joke					1	
9. Using emojis in mes			on with your	teachers.	1	
5. Osing emojis in mes	Suges shows tone u	ia cinotion.		Λ.	L	
Second: Choose the cor	rect answer from th	e following:				
1. Examples of positive	e communication via	the Interne	t			
a- Use positive words	b- Avoid misunde	rstanding	c- A and B	d- none		
2. Negative words tha	t should be avoided	while comm	unicating on	line are	••	
A-I can	b- Unfortunately	c-I c	do.	D- all of above		
3. When communicati	ng over the Internet	, it is best to	avoid using	phrases such as	***	
a- Thank you.	b- I can't.	c. Uı	nfortunately	d- all of above		
4. You can communica	ite via the Internet v	vith others in	n a	manner.		
a- Writing	b- Speaking	c- Writing	and speaking	d- all of above		
5. It is difficult to conv	ey feelings and emo	tions throug	h	sometimes.		
a- Video calls	b- Text messages	c- Li	ve interviews	d- all of above		
6. When communicati	ng with the teacher	or a respons	ible person,	make sure to		
a- Be polite	b- Use humor	c- Bo	oth	d- none		
	ICT 5 th Grade	((6))	Mr	Belal Nasr 010657604	83	

THE REPORT OF THE PARTY OF THE	ن واسته و غیر مسموح باراته بیعانی <u>nes</u>	ــون عوـــوـ بحري ـــد عوـــ		-
7. When talking to you	ur teacher, use			
a- Titles	b- nicknames	c- jokes style	d- all of above	
8. When communicati	ng with a teacher or resp	onsible person, you	must	
a- Be polite	b- Use nicknames	c- All of the abov	ve d- none	
9. It is easy to misundenthe person meant b	erstand online communic	cation, so always try	to determine wha	at
a- Assume the best	b- Assume the worst	c- Both	d- none	
10.In formal situations	, you can use a maximum	of em	ojis:	
A- Three emojis	B- Four emojis	C- Two emojis	D- Ten emojis	
******	********************	*******	****	
The	me 3: Lesson4 Questions	: Information web	sites (
	a sign (x): Information w			
	e Library of Alexandria an		wledge Bank conta	ain
safe and reliable inf)
	dge Bank website is consid	ered one of the trust	ed websites. ()
	ng time when searching f)
	be used to display inform)
	ledge Bank displays conte)
	s are not useful for searchi)
7. Knowledge Bank so	urces are not accurate so	ources.	()
	ad files to your device the		Knowledge Bank	250
website.			()
9. The website of Alex	andria Digital Library is c	onsidered from the	reliable online	
websites.			()
10.The Egyptian Knowle	dge Bank provides many fr	ee various education	al materials. ()
11.The Egyptian Knowl	ledge Bank is considered	from the reliable or	nline websites. ()
The second of the second secon	ledge Bank website provi			ur
device.		•	()
	ICT 5 th Grade	((7)) Mr	- Belal Nasr 0106576	0/183

Al-Khwarizmi Educational Seri	سموح بإزالة بيقاتي <u>es</u>	ى محدَّكرات الشرح كاملة تواصل واقساب وغير ما	الصول ع
13.The website of Alexa	ındria Digital Li	brary and Egyptian Knov	vledge Bank are considered
from the reliable onl	ine websites.		()
14.The Egyptian Knowle	edge Bank prov	ides free use of content	for Egyptians and
foreigners.			()
Second: Choose the cor	rect answer fr	om the following:	
1. Electronic libraries co	ontain	and encyclopedia	as
a- Dictionaries	b- books	c- encyclopedias	d- All of above
2. Digital library websit	es such as (the	Library of Alexandria an	d the Egyptian Knowledge
Bank include informa	ation		
a- Safe and reliable	b- Unsafe	c- Unreliable	d- All of above
3. You can click on	to acco	ess other web pages on t	the website.
a- Forms	b- Icons	c- Search engines	d- All of above
4. The we	bsite is conside	ered one of the reliable o	nline library websites.
a- Alexandria Digital Lib	rary	B- EKB C- bo	th d-none
5. Searching websites is	s a great source	e of information that is n	ot protected by copyright,
and therefore it is			
a- All sources published	on it have bee	n verified.	
b- They may not be accu	urate.		
c- All sites are safe			
d- All sites are reliable			
6. Among the useful fea	atures of webs	ites:	
a- It has search engines		b- It includes clear	titles
c- It includes icons		d- All of the above	
7. It helps you find info	rmation and av	void scrolling and wastin	g time searching for
general information			
a- Search engine	b- Menus	c- Icons	d- All of above
8. You can click on	to acc	ess other web pages and	sections.
a Search engine	b- Menus	c- Icons	d- All of above
	ICT 5 th Grade	e ((8))	Mr- Belal Nasr 01065760483

9 program	s is used to create websit	es				
A. Excel.	B. Word.	C. WordPress.	D. Paint.			
10 is	considered from reliable	online websites				
A. Facebook.	B. Forums.	C. EKB.	D. YouTube			
Theme 3: Lesson 5 Qu	estions : Commercial ar	nd non-commerci	al internet services			
First: Put a sign (✓) or a	sign (x):					
 Fake and misleading reviews do not affect the company's products. Commercial websites aim to provide information or awareness about a specific issue. () Non-commercial sites are intended to sell products or provide services. () Reviews on commercial websites may be misleading. () The purpose of commercial websites is to sell products or provide services. () Amazon is an example of a commercial website. () The Egyptian Knowledge Bank is considered a non-commercial website. () 						
Second: Choose the cor	rect answer from the foll	owing:				
1. Providing information	n or raising awareness abo	out an issue.				
a- Commercial sites	b- Non-commercial sites	c- Amazon	d- All of the above			
2. Its purpose is to sell p	products or provide servic	es.				
a- Commercial sites	b- Non-commercial sites	c- EKB	d- All of the above			
3. The website	is an example of a comm	ercial website.				
a- Amazon	b- EKB	c- ADL	d- All of the above			
4. The Ministry of Educa	ation website is an examp	le of websites				
a - Commercial	b - Non-Commercial	c – Unreliable	d- All of the above			
5. The purpose of the n	5. The purpose of the non-commercial website is					
a - Providing information	a - Providing information b - Providing services c - Selling products d- All of the above					
6. The purpose of comm	6. The purpose of commercial sites					
a- Providing information	a- Providing information b- Selling products c- Raising awareness d- All of the above					
7. Websitesare inte	nded to provide informatio		11			
	IC 5 th Grade	((9)) Mr-1	Belal Nasr 01065760483			

صول على منكرات الشرح كاملة تواصل وانساب وغير مسموح بإزالة بيقاتي

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a- Non-commercial	b- Commercial	c- benefit	d- All of the above			
8is consid	ered from the non-	commercial websites.				
A. Facebook.	B. Amazon.	C. EKB.	D. YouTube.			
Theme 3: Les	son 6 Questions	: Using ICT for conte	ent creation			
First: Put a sign (√) or a sign (x):						
 Microsoft Edge is a browser that can help you browse, search, stream. The Collections feature in Microsoft Edge organizes research in one place and on multiple devices. Using the Edge program, you can export each collection to other apps such as Excel and Word. The editor will highlight problems such as capitalization errors. Grammatical and spelling errors cannot be reviewed in the word processor program (Word). Microsoft Editor is used to check grammar and spelling. Microsoft Edge enables you to create databases. Microsoft Edge enables you to add images, text, and links. Microsoft Edge is the web browser that comes with Microsoft Windows. Second: Choose the correct answer from the following: 						
1. Within each	you can add e	entire web pages				
a- Tab b- co	llection	c- List	d- page			
2. Use	to check for spelli	ing and grammar				
a- Edge Browser b- M	icrosoft Editor	c- Video Processor	d- all of above			
3. Select the Editor icor	ı in					
a- Word's toolbar	b- Browser,	c- All of the above	d- none			
4. The Microsoft Edge f	eature organizes se	arches in one place an	d on different devices.			
a- Research	b- Quoting	c- Collections	d- favorites			
5. Microsoft Edge is						
a- Browser	b- Editor	c- Excel	d- operating system			
6. Microsoft	is a web brov	vser that accompanies	Microsoft Windows			
a- Edge	b- PowerPoint	c- Word	d- Excel			
7. In Microsoft Edge, ea	ach group can be ex	ported to other applica	ations such as:			
a- Wordpress	b- Debris Tracker	c- Excel	d- paint			
8. To open a web page	, we use					
	ICT 5 th Grade	((10)) N	Ir- Belal Nasr 01065760483			

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a- PowerPoint	b- Pa <mark>i</mark> nt.	c- Browser	d- word	
9. To start a new colle	ection on Microsoft Edge	web browser, you o	an press	
A. Start New Collection	n B. Copy Fill	C. Past Fill	D. Edit fill	
Theme 3: Le	esson 7 Questions: He	ow to choose onl	ine sources	ı
First: Put a sign (✓) or a sign (x):			
1. Specialized search eng	gines are useful, but they may	/ lead you to unreliable	and insecure pa	iges.()
2. A copyright notice	appears at the top of the	e websites.		()
3. Clicking on these lin	nks can help you decide i	f the site is reliable.		()
4. Online sources are	only reliable sources.			()
5. Search engines can	lead you to unreliable so	ources.		()
6. The Egyptian Know	rledge Bank displays cont	ent suitable for all a	ges.	()
7. The Egyptian Knowle	edge Bank contains sources	that are not subject	to copyright.	()
8. Digital maps provid	le clear and accurate dire	ections to the requir	ed places.	()
9. EKB website is conside	ered the largest digital library	that provides a lot of in	nformation.	()
10.The Knowledge Bar	nk provides the ability to	download files to yo	our devices.	()
11.Museum websites	contain dictionaries and	encyclopedias.		()
12. Digital libraries pro	ovide searching for vario	us media such as im	ages and vide	os and
downloading it.				()
13.Google digital maps	enable you to locate clear	and accurate direction	ns for places.	()
14.Electronic museum	ns allow users to view the	museum on digital	devices.	()
Second: Choose the co	orrect answer from the f	following:		
	osite is an example of rel	Of the second se	vebsites.	
a- EKB	b- Amazon	c- Facebook	d- Twitter	
2- One of the most fa	mous search engines on			
a- Facebook	b- Google	c- Word	d- Faceboo	ok
	on your digital device, we	e use		
a- Electronic museums		c- EKB	d- Pyramic	ds
	engines represented by .		,	
a- Gps	b- Google	c- Google Play	d- Faceboo	ok
Decision of the second of the	osite provides sources su			
a- EBK	b- Computer	c- Games	d- Faceboo	ok
	and accurate directions			
a- Bing	b- Google maps	c- Youtube		ok
	ew a street or a map of a			
	ICT 5 th Grade	MP.	r- Belal Nasr 010	065760483

		- the state of the						
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a- Digital maps	b- Browsers	c- EKB	d- Facebook					
8- You must consider	the intellectual proper	ty rights of others wher	rusing files.					
a- Images	b- Sound	c- video	d- Both					
9- From the exampl	es of specialized sear	rch engines						
A. Bing. B.	Word.	C. Excel.	D. Paint.					
*******	**************							
Theme 3: Lesso	n 8 Chaosing het	ween synchronous	and asynchronous					
meme 3. Lesse		munication	and asyncinonous					
		Manieation						
First: Put a sign (✓)	or a sign (x):							
1- Asynchronous cor	mmunication is real-t	ime communication b	etween people. ()					
		ite when an immediate						
3- There is no differe	ence between direct	face-to-face communi	cation and					
communication vi			()					
	/ -	es of asynchronous cor						
27.		me communication be						
		ing digital tools such a						
6- Asynchronous communication occurs between people at the same time.								
7- It is preferable to be clear when communicating online.								
<u> </u>			etween people, such as					
	ve television progran		()					
6			ot occur at the same time					
*)	uire an immediate re		()					
	communication requ	ires communication ar	nd immediate response					
between people.			()					
		us communication too						
		nchronous communic	ation tools which require					
an instant respon	se.		()					
Second: Choose the	correct answer from	the following:						
1- There are types o	f communication, inc	luding						
a- synchronous.	b- asynchronous	c- both	d- none					
2- It is real-time com	nmunication betweer	n people.						
a-synchronous.	b- asynchronous	c- both	n d- none					
	ICT 5 th Grade	((12))	Mr- Belal Nasr 01065760483					

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3- It is communication that does not occur in real time						
a- synchronous.	b- asynchronous	c- both	d- non	ie		
4- Examples of digital t	ools for synchronous con	nmunication.				
a- Email	b- Voice and text mess	ages c- Video ch	at d- reco	oded		
5- Examples of digital tools for asynchronous communication.						
a- Text messages,	b- recorded videos	c- Both	d- none			
6- Make sure to read y misinterpret it? This	our message to yourself l must be	pefore sending it. Co	ould the recipie	ent		
a- Patient	b- Cooperative	c- Clear	d-all of abov	е		
7- A video chat can be	used to communicate via					
a- Internet	b- Mail	c- Bluetooth	d-all of abov	e		
8 is one of	8 is one of the tools of synchronous communication.					
a- Video chats	b- Email	c- Recorded video	d-all of abov	e		
9- You must be	any time you commur	icate				
a- Passionate	b- Selfish	c- Patient	d-all of abov	e		
10- From synchrono	us communication tools.					
A. Email. B. In	stant chat rooms. C. R	ecorded video. D. 0	Google search	engir	ne.	
******	*****	******	******	k***	**	
Theme 4	1: Lesson 1 Questions	EXPLORER IN AC	CTION			
First: put a (true) or	(false) mark:					
1. Using technology	to collect data is impor	tant in planning for	the future.	()	
2. The amount of energy	we consume in homes re	mains constant throug	ghout the day.	()	
3. The Raspberry Pi	3. The Raspberry Pi cannot be used to record data. ()					
4. Egypt has a system for	or using water effectively to	increase the agricult	ural area.	()	
	e correct answer from	CONTRACTOR CALL ACCORDING TO A SEC.				
777	le Leon created a new p	orogram	used to pro	ogra	m	
air conditioners and refrigerators.						

	Al-Khwarizmi Educational Serie	ل وعير مسموح بإزاله بيفاني <u>؟!</u>	والسرح خاطة تواصل واست	المول ع		
	a- Energy saving	b- Energy wastin	g c- Energy	saving d-all of above		
	2- One of the ways to	generate energy is	s to use			
	a- Wind energy	b- Points	c- All of the	e above d- none		
	3- Dr. Ponce de Leon	used technology t	o collect data wit	the aim of		
	a- Save b- Pla	anning	c- Distribution of	roles d- none		
	4- Renewable energy	sources have				
	a- Oil c- Na	itural gas	c- Wind	d- all of above		
	5- The thermostat or th	nermostat measur	es in air condi	tioners and refrigerators.		
	a- Humidity degree	b- Temperature	c- Air quar	tity d- all of above		
	6- One of the ways to	generate energy is	s to use			
	a- Wind energy	b- Coal	c- Petroleu	m d- all of above		
	7- Devices se	end the informatio	n back to the cor	nputer.		
	a- Sensor	b- Thermostat	c- Raspbe	ry Pi d- all of above		
	8- Examples of renewa					
	a- Sun and wind	b- Coal	c- Petroleu	m d- all of above		
	9- The power system in	n power networks	can be improved	by collecting their		
	a- Data. b- So	oftware. c-Pov	wer transformers.	d- all of above		
	10- Some devices help	in the efficiency of	energy use, and th	ese devices include .		
	a- Magnetometer	b- Thermostat	c- Radar	d- all of above		
	11- The Raspberry P	i PI2B can be pro	grammed			
	a- Lighting on or off	b- Reading sense	ors c-both	d- none		
	12- The world has wi	itnessed great pro	gress in generati	ng electricity through		
	renewable energy, s	such as				
	a- Wind energy	b- Solar energy	c- both	d- none		
	*******	******	*****	*****		
	Theme 4:	Lesson2 Question	ns : How digital de	evices work		
	First: Put the word (true) or the word (false):					
	1- To Troubleshoot screen for	reezes in the Android s	system, press the Alt	Shift + del buttons. ()		
	<u> </u>		oing responding in	the Windows system, press		
1	and hold the Ctrl+Alt-	The property of the control of the c	10200000	()		
1		ICT 5th Grade	((14))	Mr- Belal Nasr 01065760483		

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3- To solve the problem of the screen stopping on Android devices, press Ctrl + Alt + Del.		1			
4- Most programs, including versions of Microsoft and the Chrome browser, of	an be	I			
downloaded from the Internet.	()			
5- To solve the problem of the screen stopping responding on Android devices	s, press	the			
power button for 30 seconds.	()			
6- You cannot install a program on a Windows computer.	()			
7- A common problem when using a computer is that the screen freezes.					
8- Updates for most programs are installed automatically.					
9- Computers use the binary number system to store data more efficiently.	()			
10- Some of the programs you can download from the Internet include version	ns of	1			
Microsoft Office.)			
11- The binary number system is based on the values 1 and 2.	())			
12- The ability to download programs is not available on Android devices.	anler ()			
13- It is preferable not to update the programs installed on your device regul14- The Internet enables you to download programs and applications from	arry. (1			
	,				
official application stores.	()			
15- Computers use Decimal systems to store data.					
16- Computers use binary systems to store data.					
17- When you download a file for a specific program, this file appears to you					
in the Download folder.	()			
18- Computers do not understood Numbers in binary systems.	()			
19- The software on the computers must be constantly updated to work efficiently	. ()			
20- The binary system uses 0,1 to express numbers on computers.	()			
Second: Choose the correct answer from the following:					
1- The computer tells you to restart it again					
	1				
a- Picture b- Message c- Video d- all of a	apove				
2- Programs must be programmed regularly to help them work efficiently.					
a- Install b- Update c- Delete d- all of a	above				
3- The application store uses Google Play Store to download programs on dev running the operating system.	ices				

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a- Windows	b- Mac	c- Android	d- Linux		
4- Computers us	e the system represent	ed by the two value	es 1.0" to express numbers		
a- Decimal	b- Octal	c- Binary	d- ternary		
5- It may require some major updates to computers					
a- Delete updates	5	b- Shut down the	computer		
c- Restart the cor	nputer	d- all of above			
6- To increase th	e efficiency of software, i	t must			
a- Install it.	b- Update it.	c- Encrypt it.	d- all of above		
7- It is used to se	end, receive, and save info	rmation on digital o	devices.		
a- binary	b- decimal	c- octal	d- ternary		
8- Computers un	derstand data through bi	nary signals.			
A. Optical	B. Sound	C. Electric	D. Magnetic		
9- Programs mus	st be regularly to	help them run effic	iently.		
A. Install	B. Update	C. Delete	D. Paste		
10- To solve th	e problem of a Windows	computer's screen i	not responding, press		
A. Shift+Alt+Del	B. Esc+Alt+Del	C. Ctrl+Alt+Del	D. Enter+Del+Esc		
11- The binary	system uses the two valu	es to rep	resent numbers.		
A. 0.1	B. 1.5	C. 1.11	D. 0.0		
12- Computers	use the number	er system to store d	lata.		
A. Binary	B. Decimal	C. Octal	D. Quaternary		
13- To solve th	e problem of the screen f	reezing, click			
A. F5+Enter	B. Del+F1	C. Del+Alt+F7	D. Crtl+Alt+Del		
14- Computers	understand data through	ı electri	cal signals.		
A. Mono 1	B. Binary 0,1	C. Trilogy 3.	D. Quad 4.		
*****	*******	*****	******		
-1	Lancard Overstiens . A	a takandaraktan k	. bto a more and a decide		

Theme 4: Lesson3 Questions : An introduction to binary numbers First: Put the word (true) or the word (false):

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1- a light switch representation	ents the simplest ar	nd most efficient design for	computer wiring (
2- The Computers do not 1 and 0.	ot understand infor	mation unless it is represe	nted by the numbe	rs
	umber system with	electronic digital devices is	; ineffective (1
		stem, including yes / no.	/ menecuve. (1
			vetom are the	1
computer only.	nic digital devices th	at operate in the binary sy	()
6- The decimal number	9 in the binary syst	tem is equivalent to 1001.	()
Second: Choose the co	rrect answer from	the following:		
1- Computers are simp	ole and completely e	efficient.		
a- Like a car b- li	ke a light switch	c- A wristwatch	d- all of above	
2- Humans use it to co	mmunicate using n	umbers, and it contains nu	mbers from 0 to 9.	
a- Decimal system	b- Binary system	c- Octal system	d- all of above	
3- In the decimal syste the ten single digits.		ond the number 9 in the c	ount, we add one o	f
a- to the right	b- to the left	c- down	d- all of above	
4- Read the number 10	01 one hundred and	I one using thesy	/stem.	
a- decimal	b- octal	c- binary	d- all of above	
5- While reading the n	umber 101 with on	e zero one using the	system.	
a- decimal	b- octal	c- binary	d- all of above	
6- The binary System is	s equivalent to 11 ir	n the decimal number syste	em.	
a- 2	b- 4	c- 3	d- 6	
7- When the number 7 written in the form		the decimal system to the	binary system, it is	
a- 1000	b- 111	c- 101	d- 110	
*****	******	********	*****	

Theme 4: Lesson4 Questions: Determining the needs for a digital project

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First: Put the word (t							
1- The word processi	- The word processing program does not allow multiple users around the world to edit						
the same docume	SPECIAL CONTROL		()				
2- It is not necessary	to plan your research	h project.	()				
3- Programs such as I	Paint are used to cre	ate websites.	()				
4- You can attach a d	ocument or image vi	ia email.	()				
5- The Word App doe document.	es not allow multiple	users around the world t	to edit the same				
6- Digital tools can be	e used to create a rec	search project	()				
		nsert them into a document	t using Paint ()				
		a digital project is a word					
		g on various projects.	()				
100		ers around the world to	edit the same				
document online.							
11- Paint program i	is used to edit and	save images.	()				
12- Microsoft Word	is one of the usefu	ul programs for the impl	ementation of a				
project.			()				
	The state of the s	necessary for group me	mbers to understand				
their roles in the			()				
14- Email helps you	u send your work to	your teacher and grou	ip colleagues. ()				
Second: Choose the c	correct answer from	the following:					
		you create and then inse	rt in apps.				
a- Microsoft Paint	b- Zoom	c- Email	d- Excel				
2- Information can be	e shared and delivere	ed through					
a- Email	b- Registered	c- Documents	d- video call				
3- One of the main el	lements for completi	ing the project is					
a- Images	b- Text	c- data	d- All of the above				
4 application	allows multiple user	rs around the world to ed	it the same document				

a- Paint

b- Word

via an Internet connection.

c- Excel

d- chrome

5- You can send the work to members of your group using

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1.5	b- Email		
		c- Paint	d- Excel
6- The final product of th	- 15 -		
a- presentation	b- A poster	c- A Film	c- All of the above
7- Microsoft's	program is a ι	useful program for ir	nplementing projects.
A- Word	B- Zoom	C- WhatsAp	p D- Facebook
8- Important things to co	nsider when pre	paring a group proje	ct
A- Limiting the project to	one person	B- Assigning	g roles
C- Working without plann	ing	D- Working	randomly
9- To edit a document of	on a Word file, y	ou must	
A. Paste document.		B. Select docum	ent.
C. Copy document.		D. Delete docum	nent
10 helps y	ou to send you	r work to your tead	cher and colleagues
within the group.			
A. Email.		B. YouTube.	
C. Paint.		D. Word.	
******	*****	******	*******
Theme 4: Lesson 5 Q	uestions :Gath	ering data and pr	esenting information
First: Put the word (true)	or the word (fal	se):	
1- The AutoSum comman			()
2- When researching a to			()
3- Excel graph are one exa			ovide a visual
representation of data	drawn in the for	rm of a graph.	()
4- Excel spreadsheet prog	ram is used to pr	repare graphs.	()
5- Axis titles cannot be ad	ded in Excel.		()
6- Using Excel, you can	add up a group	o of cells.	()
7-Graphs and charts ar	re a good way to	o share data.	()
8-Using Excel, you can	perform a calc	ulation on a group	of cells. ()
Second: Choose the corre	ect answer from	the following:	
1- To choose the color of the	graph or chart, we	select the command	from the toolbar
a- Format b- Add	chart element	c- Quick layouts	D- Change chart type
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2- In Excel, to choose the type of chart, we use						
a- Quick charts b- C	hang chart type	c- Format	d- Add chart element			
3- To create an equation of the equation.	3- To create an equation in Excel, you must write the symbol at the beginning of the equation.					
a- (/)	b- (+)	c- (-)	d- (=)			
4- To multiply values inside cells in Excel, we use						
A- (+)	B- (-)	C- (*)	D- (?)			
5 is a comr	nand used for addi	tion in Excel.				
A- AutoSum	B- Home	C- Count	D- WhatsApp			
6- You can use the Exc	el spreadsheet pro	gram				
A- To prepare reports		B- To prepare sp	readsheets			
C- To prepare a present	tation	D- To design gam	nes			
7- To divide values insi	de cells in Excel, w	e use				
A- (/)	B- (-)	C- (+)	D- (*)			
8- You can use the wor	d program					
A- To prepare reports		B- To prepare sp	readsheets			
C- To prepare a present	tation	D- To design gam	nes			
9- Use	search engine	on search.				
A. Google.	B. Home.	C. Paint.	D. Power Point.			
*********	******	******	******			
Theme 4: Lesson 6	questions : Pre	senting informat	tion in an appealing way	1		
First: Put the word (true) or the word	d (false):				
1- You must consider t	he intellectual prop	perty rights of other	rs when using image files,			
video clips, and aud			()		
2- WordArt does not h	100 100 100 100 100 100 100 100 100 100	and the same of th)		
3- Digital tools can be)		
4- When you insert an in	CHO WE LOW AT		nrelated to the topic. ()		
5- To highlight key inform		3	()		
6- You can use different		120 120 120 120 120 120 120 120 120 120	1863)		
7 Power Point preser	The state of the s	to the second se)		
	ICT 5th Grade	((20))	Mr- Belal Nasr 01065760483			

- 8-The Paint program helps you classify and process information.
- 9-It is better to add audio content to enhance the text and image on the presentation.

Second: Choose the correct answer from the following:

1_	The	program	is	used	to	write	documents
_	THE MANAGEMENT	program	13	UJCU	CO	ANTICC	documents

- a- Excel b- Paint c- Word d- power point
- 2- Presenting information in an attractive way. We use the program.
- a- Power Point b- Paint c- Games d- chrome
- 3- You can explain a lesson in an attractive way using media through a program.
- a- Word b- Paint c- power point d-Excel.
- 4- The program is used to prepare a presentation.
- a- Power Point b- Excel c- Word d- paint
- 5- In the presentation program and drawing the attention of the audience, we use
- a- Charts b- Bold font c- Photos d- video
- 6- program is used to make a film from a selection of still images.
- A. Word. B. Paint. C. Excel. D. Movie Maker.

Theme 4: Lesson 7 Questions: Producing an effective presentation

First: Put the word (true) or the word (false):

1- Storyboards allow you to plan your ideas and visualize presentation results in advance.(
2- You can use regular for	ont to highlight key	information.	(
3- The duration of the sl	ide presentation m	ust exceed one hou	r. (
4- It is preferable that the num	nber of slides within the	presentation does not ex	cceed (10) slides. (
5- The presentation mus	stn't provide a huge	e amount of informa	ntion. (
6- The presentation sho	uld not take too lor	ng.	(
7- The storyboard help your presentation.	s you to organize	your ideas in the	right sequence within (
8- The presentation sh	ould contain a hu	ge amount of info	rmation.	
9- The font size within the	ne presentation sho	ould be appropriate	and easy to read.(
Second: Choose the corr	ect answer from th	ne following:		
1- You can plan your ide	as and visualize the	e results in advance	by	
a- Storyboards	b- Video	c- Websites	D- AUDIO	
2- In the 10-20-30 rule of	of presentation soft	ware, do not exceed	d the number of slides	
a- 10 slides.	b- 20 slides .	c- 30 slides	d- None of the above.	
3- You can use the Powe	er Po <mark>i</mark> nt presentatio	on program to prepa	ire	
a- report	b- graphs	c- presentation	d- video	
4- The appropriate font	size when preparin	g a presentation is .		
a- 25	b- 30	c- 15	d- 10	
5- The font size of the p	resentation should	be the same		
a- Dark	b- Difficult	c- Appropriate	d- small	
6- The 30:20:10 rule in presentation software means				
a- 10 slides maximum b- 20 minutes minimum presentation duration				
c- 20 maximum font size d- all of above				
7- The duration of the presentation in the PowerPoint presentation program must not exceed one minute.				
a-10	b- 20	c- 50	d- 30	
8- When inserting image	es into a presentatio	on, they should be .	to the topic.	

Al-Khwarizmi Educati	onal Series عَير مسموح بإزالة بيقاتي	الله على الله على الله الماليان الماليان الماليان الماليان الماليان الماليان الماليان الماليان الماليان المالي	
A. Unrelated		C. Inappropriate	D. Huge.
9- A diagram sho for your prese	VIII-00	ecific content in the	form of a chart or outline
A. Storyboard	B. Presentation	C. Video	D. Audio File
10-	A storyboard helps you	deliver a	presentation.
A. Organized	B. Conceptual	C. Sequenti	al D. All of the above
11 is a cha	t that shows a specific	content sequence	in the form of a chart.
A. Storyboard.	B. Playlists.	C. Playback Too	ls. D. Menu Bar
******	*******	*******	******
TH	neme 4: Lesson 8 Ques	tions : Web desigr	principles
First: Put the wo	rd (true) or the word (fa	lse):	
1- It is importan	t to use visual and audio	elements to enhance	your presentation. ()
2- Word can be	used to create a web pag	e.	
3- The Headings	on the web page must b	e written in a larger f	font to distinguish it from
the rest of the			
	are written in a larger fo	/	
	the Word file as a web pa sidered a hypertext ma		page write saving. ()
	arkup language (HTML		gn a web page. ()
	abbreviation for Hyper		
Second: Choose	the correct answer from	the following:	
1- Word app is ι	ised to docum	ents.	
a- Sending	b- Coloring.	c- Writing.	d- Classification.
2- It is used to c	reate a website		
A- Word Press	b- Word	c- Both	D- NONE
3- The largest fo	nt size used on a web pa	ge is	
a- Subheadings		c- Paragraph	d- all of above
	the markup language tha		
A- Php	B- Java	C- HTML	C- CSS
<u></u>	is the hypertext mark		
Nava	B. HTML.	C. SQL	D. Python.
7. 50	ICT 5 th Grade	U. OQL	D. Fyuloli.

Al-Khwarizmi Education	وغير مسوح بإزالة بيقاتي nal Series	صول على مذكرات الشرح كاملة تواصل واتساب				
TI	heme 3: Lesson 1 Qu	estions: Explorer is A	action			
First : Put (✓) or						
		aise awareness of environn				
	2- Emphasizes each citizen's role in protecting the environment and natural					
		the Go Green initiative.				
		awareness about the dang	Services and the service of the serv			
		reness of the dangers o				
		an initiative entitled "Go Gree	222			
6- Keiner launch	ned the #trackingppe ha	ashtag on Twitter.	(T)			
7- Debris Tracker	App can be download	ed on the mobile phone	e for free. (T)			
8- Keiner is a Na	ational Geographic exp	olorer.	(T)			
9- Peg Keiner is	s a biologist.	- 10	(F)			
Second: Choose	e the correct answer	from the following:				
1. The	initiative in Egypt aims t	o spread awareness of er	nvironmental issues.			
A- Go green	B- Improve health servi	ces C- Social media	d- all above			
	one of the initiatives the	at the Egyptian Ministry o	of Environment			
A- A decent life.	B- Go green.	C- 100 million health	d- all above			
3. One of the digi	ital applications used to	collect data on personal p	protective waste.			
A- Word	B- Excel	C- Debris Tracker	d- paint			
4. The	application can be us	ed to record data on was	te locations and types.			
A- Debris Tracker	B- Whatsapp	C- GPS	d- word			
5. To create a has	shtag, it must begin with	the sign				
<u>A-#</u>	B- @	C- \$	d- %			
6. Keiner works as	and is also an am	bassador for the Global Goals	to the United Nations.			
A- Director of inno	ovations at a school	B- Explorer at Na	tional Geographic			
C- All of the above		D- None	(
7. Among the initiatives that the Egyptian Ministry of Environment focused on to raise awareness of the dangers of waste is						
A Go green	B- Improve health servi	ces C- Social media	d- all above			
	ICT 5 th Grade	((3)) Mr-	Belal Nasr 01065760483			

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Al-Khwarizmi Educati	مسموح بإزالة بيقاتي ional Series	لى كَنْكُرات الشرح كاملة تواصل واتساب وغير	للصول ع	5	C
8. The waste tra	acker application allow	s you to record waste lo	cations via		_
A- GPS	B- IR	C- Bluetooth	d- all above	<u>.</u>	
9. Personal prot	ective equipment (PPE) such as.			
a- facemasks	b- disposable gloves	<u>c-a & b</u>	d- none		
10.Ms.Keiner use followers to c	.44	on twitter and inst	agram to encoura	ge	
a- #Go green	b- #trackingp	o <u>e</u> c-#Gp	pe d- all	abov	е
11.The "go Gree	n" initiative aims to spi	read awareness of issue	5		
a- Educational	b- environme	ntal c- all of the	above d- no	ne	
12.Location data	can be recorded via th	ne syster	n. G		
a- Android	b- Windows	C- Mac OS	d- GF	<u>s</u>	
*******	******	******	*****	****	*
Theme 3:	Lesson 2 Questions:	Digital citizenship and	social responsib	oility	
First: Put a sign ((✓) or a sign (x):				
1. One of your re	sponsibilities as a digital	citizen is to respect the p	rivacy of others.	(T)
2. You should vi	sit sites that publish fa	ke information.		(F)
3. Your opinions	s should be positive wh	en communicating with	people online.	(T)
4. When commun	nicating online, you mus	t express your opinions in	a positive way.	(T)
5. Respecting the pr	rivacy of others is one of the	most important rights you enj	oy as a digital citizen.	(F)
6. One of the inc	dividual's rights as a di	gital citizen is lack of pri	vacy.	(F)
7. You can expres	ss your opinion online, c	onsidering your rights and	responsibilities.	(T)
8. You cannot express your opinions freely online.)
9. It is your social responsibility when using the Internet to help others.)
10. Websites that publish false or harmful information must be monitored.)
11.You must make sure not to spread false information.)
12. Protection fr	om piracy on the inter	net is from Digital citize	nship rights.	(T)
13. The Internet	is used to improve hea	alth care provided to citi	zens.	(T)

MI-Khwarizmi Educational Series لشرح كاملة تواصل واقساب وغير مسموح بإزالة بيقاتي	للصول على مذكرات ا				
14. Respecting others' privacy is from the digital citizensl	hip responsibilities. (T				
15. The Internet contributes to social activities that help	in some social issues. (T)				
16. Exhibit positive behavior in interactions with others of	on the internet is considered				
from the digital citizenship responsibilities.	(T)				
17. It is important to make sure of the source of information you get about different					
topics.	(T)				
Second: Choose the correct answer from the following:					
1- It is a use of technology in a safe way.					
a- Digital Citizenship b- Digital Footprint c- Pira	d- all of above				
2- Among the rights that you must enjoy as a digital citiz	en				
<u>a- Privacy</u> b- Respecting the privacy of oth	ners c- Both d- None				
3- The individual's responsibilities as a digital citizen are					
a- Respecting the privacy of others b- Privacy	/acy				
c- Protection from piracy d- all d	of above				
4- Digital citizenship provides you with rights such as					
a- Privacy b- Pro	tection from piracy				
d- ability to use the internet <u>c- All c</u>	of above				
5- As a digital citizen, respect the privacy of others					
a- Your rights <u>b- Your responsibilities</u>	c- Both d- none				
6- One of your most important responsibilities as a digital	al citizen is in dealing				
with others online.					
a- Showing positive behavior b- Protection from piracy	c- Both d- none				
7- You can use the internet via to help others and contribute in social activities					
a- YouTube <u>b- social media.</u> c-EKB	d- all of above				
1. using the internet by companies to help others, and addressing environmental causes					
is knowing as					
A. Challenges.e B. sho	wdowns.				
C. corporate social responsibility (CSR). D. Individual responsibility.					

((5))

Al-Khwarizmi Educational Series	اصل وانساب و غیر مسموح بازاله بیفانی <u>s</u>	حصول على الكرات الشرح كامله تو				
2. Protection from piracy	y on the internet is consi	dered from				
A. Rights.	B. Ideas.	C. Interactions.	D. Properties.			
*********	******	*******	*****			
Theme 3: lesson 3 Questions: Online communication						
First: Put (\checkmark) or (x) :						
1. It is preferable to state	e the reason for sending	a letter to your tea	acher at the			
beginning of the lette	r.		(T)			
2. You should avoid usin	g nicknames and making	jokes when comm	nunicating with your			
teacher.			(T)			
3. It is not necessary to i	ntroduce yourself if you	have not met the				
writing to before.			(F)			
4. One of the forms of po	ositive communication o	nline is the use of				
phrases.It is easy to misunders	tand online communica	tion pogativoly	(T) (T)			
6. You should use positive		7.7	(т)			
7. It is difficult for misunde						
8. You can use the jokes						
9. Using emojis in messa			(T)			
Second: Choose the corre	ct answer from the follo	wing:				
1. Examples of positive of	communication via the Ir	iternet				
a- Use positive words	b- Avoid misunderstand	ing <u>c- A and B</u>	d- none			
2. Negative words that s	hould be avoided while o	communicating on	line are			
A- I can	b- Unfortunately	c-Ido.	D- all of above			
3. When communicating	over the Internet, it is b	est to avoid using	phrases such as			
a- Thank you.	<u>b- I can't.</u>	c. Unfortunately	d- all of above			
4. You can communicate	via the Internet with ot	hers in a	manner.			
a- Writing	b- Speaking <u>c- Wi</u>	riting and speaking	d- all of above			
5. It is difficult to convey	feelings and emotions t	hrough	sometimes.			
a- Video calls	b- Text messages	c- Live interviews	d- all of above			
6. When communicating	6. When communicating with the teacher or a responsible person, make sure to					
a- Be polite	b- Use humor	c-Both	d- none			
	ICT 5 th Grade	((6)) Mr-	Belal Nasr 01065760483			

Al-Khwarizmi Educational Series	من واست وعير مسموح بارات بيعاني	حصول ع <i>ی اند</i> درات اسرح دامته دواه	1	57	1
7. When talking to your t	eacher, use				_
a- Titles	b- nicknames	c- jokes style	d- all of abo	ve	
8. When communicating with a teacher or responsible person, you must					
a- Be polite	b- Use nicknames	c- All of the abov	ve d <mark>- none</mark>		
9. It is easy to misunders		ation, so always try	to determine	what	
the person meant by .		P. H.	- IF 15 2 2 2 2		
	b- Assume the worst	c- Both	d- none		
10.In formal situations, yo					
	B- Four emojis	C- Two emojis	D- Ten emo	jis	
******	*******	******	******		
Theme	3: Lesson4 Questions	: Information webs	sites		
First: Put a sign (✓) or a s	ign (x): Information we	ebsites			
1. The websites of the Li	brary of Alexandria and	d the Egyptian Know	vledge Bank c	ontain	
safe and reliable infor	mation.			(T)
2. The Egyptian Knowledge	Bank website is conside	red one of the truste	ed websites.	(T)
3. Menus cause wasting	time when searching fo	or information withi	in the site.	(F)
4. Digital tools cannot be	used to display inform	ation in an attractiv	ve way.	(F)
5. The Egyptian Knowled	ge Bank displays conte	nt suitable for all ag	ges.	(T)
6. Online digital libraries a	re not useful for searchin	g for different media	a su <mark>ch as</mark> image	s.(F)
7. Knowledge Bank sourc	es are not accurate sou	urces.		(F)
8. You cannot download	files to your device thr	ough the Egyptian I	Knowledge Ba	nk	
website.				(F)
9. The website of Alexan	dria Digital Library is co	nsidered from the	reliable online		
websites.				(T)
10.The Egyptian Knowledge	Bank provides many fre	e various educationa	al materials.	(T)
11.The Egyptian Knowled	ge Bank is considered f	rom the reliable on	line websites.	(T)
12. The Egyptian Knowledge Bank website provides the ability to download files to your					
device.				(T)
	IC 5 th Grade	((7)) Mr-	- Belal Nasr 010	576048	23

Al-Khwarizmi Educational Ser	، وغير مسموح بإراثه بيفائي <u>les</u>	صول على الدكرات الشرح كامله تواصل والسالي				
13. The website of Alexandria Digital Library and Egyptian Knowledge Bank are considered						
from the reliable on	line websites.		(T)			
14. The Egyptian Knowledge Bank provides free use of content for Egyptians and						
foreigners.			(F)			
Second: Choose the correct answer from the following:						
1. Electronic libraries contain and encyclopedias						
a- Dictionaries	b- books	c- encyclopedias	d- All of above			
2. Digital library websit	es such as (the Libr	ary of Alexandria and th	e Egyptian Knowledge			
Bank include inform	ation					
a- Safe and reliable	b- Unsafe	c- Unreliable	d- All of above			
3. You can click on	to access o	ther web pages on the v	website.			
a- Forms	b- lcons	c- Search engines	d- All of above			
4. The we	bsite is considered	one of the reliable onlin	e library websites.			
a- Alexandria Digital Lib	rary B- Ek	(B <u>C- both</u>	d-none			
5. Searching websites i	s a great source of i	nformation that is not p	rotected by copyright,			
and therefore it is						
a- All sources published	on it have been ve	rifie <mark>d</mark> .				
b- They may not be acc	urate.					
c- All sites are safe						
d- All sites are reliable						
6. Among the useful fe	atures of websites:					
a- It has search engines		b- It includes clear title	es			
c- It includes icons		d-All of the above				
7. It helps you find information and avoid scrolling and wasting time searching for						
general information						
a- Search engine	b- Menus	c- Icons	d- All of above			
8. You can click on to access other web pages and sections.						
a Search engine	b- Menus	<u>c-Icons</u>	d- All of above			
	ICT 5 th Grade	//2\\ MI	- Relal Nasr 01065760483			

Al-Khwarizmi Educational Ser	اصل واتساب و غير مسموح بإزالة بيقاتي ies	المصول على الكرات الشرح كاملة تو				
9 programs is used to create websites						
A. Excel.	B. Word.	C. WordPress.	D. Paint.			
10 i	s considered from reliable	online websites				
A. Facebook.	B. Forums.	C. EKB.	D. YouTube			
******	*************					
Theme 3: Lesson 5 Qu	uestions : Commercial a	nd non-commerci	al internet services			
First: Put a sign (✓) or	a sign (x):					
 Fake and misleading reviews do not affect the company's products. Commercial websites aim to provide information or awareness about a specific issue. (F) Non-commercial sites are intended to sell products or provide services. Reviews on commercial websites may be misleading. The purpose of commercial websites is to sell products or provide services. Amazon is an example of a commercial website. The Egyptian Knowledge Bank is considered a non-commercial website. 						
Second: Choose the co	rrect answer from the foll	lowing:				
1. Providing information	on or raising awareness ab	out an issue.				
a- Commercial sites	b- Non-commercial site	s. c- Amazon	d- All of the above			
2. Its purpose is to sell	products or provide servi	ces.				
a- Commercial sites	b- Non-commercial site	s. c- EKB	d- All of the above			
3. The websit	e is an example of a comn	nercial website.				
a- Amazon	b- EKB	c- ADL	d- All of the above			
4. The Ministry of Educ	cation website is an examp	ole of websites				
a - Commercial	b - Non-Commercial	c – Unreliable	d- All of the above			
5. The purpose of the	non-commercial website is	5				
<u>a - Providing information</u> b - Providing services c - Selling products d- All of the above						
6. The purpose of commercial sites						
a- Providing informatio	n <u>b- Selling products</u> c-	Raising awareness	d- All of the above			
	ICT 5 th Grade	((9)) Mr-	Belal Nasr 01065760483			

Al-Khwarizmi Educatio	وغير مسموح بإزالة بياناتي onal Series	سول على الشرح كامله تواصل وانساب و	
7. Websites	are intended to provide inf	formation, such as the Egyp	otian Knowledge Bank.
a- Non-commerci	al b- Commercial	c- benefit	d- All of the above
8is	considered from the nor	n-commercial websites.	
A. Facebook.	B. Amazon.	C. EKB.	D. YouTube.
****	*******	******	****
Theme First: Put a sign (s : Using ICT for conte	ent creation
 The Collections fee Using the Edge pro The editor will Grammatical and Microsoft Edge Microsoft Edge Microsoft Edge Microsoft Edge Microsoft Edge 	eture in Microsoft Edge organize ogram, you can export each col highlight problems such dispelling errors cannot be re or is used to check gram e enables you to create of e enables you to add ima	viewed in the word processor mar and spelling. databases. ages, text, and links. t comes with Microsoft \	multiple devices. (T) cel and Word. (T) fr program (Word).(F) (T) (F) (F) (T)
1. Within each	you can add	l entire web pages	
a- Tab	b- collection	c- List	d- page
2. Use	to check for spe	lling and grammar	
The second secon	b <u>- Microsoft Editor</u> for icon in	c- Video Processor	d- all of above
a- Word's toolbar	b- Browser,	c- All of the above	d- none
4. The Microsoft	Edge feature organizes s	searches in one place and	d on different devices.
a- Research	b- Quoting	c-Collections	d- favorites
5. Microsoft Edge	e is		
a- Browser	b- Editor	c- Excel	d- operating system
6. Microsoft	is a web bro	wser that accompanies I	Microsoft Windows
<u>a- Edge</u>	b- PowerPoint	c- Word	d- Excel
7. In Microsoft E	The second secon	exported to other applica	The second secon
	ICJ 5 th Grade	((10)) M	r- Belal Nasr 01065760483

Al-Khwarizmi Educational Serie	سل وانسلب وغير مسموح بإزالة بيلتاتي S	حصول على مذكرات الشرح كلملة تواه	"		C
a- Wordpress	b- Debris Tracker	<u>c- Excel</u>	d- paint		_
8. To open a web page,	we use				
a- PowerPoint	b- Paint.	<u>c- Browser</u>	d- word		
9. To start a new collect	ion on Microsoft Edge v	veb browser, you ca	ın press		
A. Start New Collection	B. Copy Fill	C. Past Fill	D. Edit fill		

		w to choose only	ne sources		
First: Put a sign (✓) o 1. Specialized search engine		oad you to unroliable a	nd incocure nac	ros /E	1
 A copyright notice app 	The state of the s	55	nu insecure pag	(F	-1
3. Clicking on these links	_ `` >			(T)
4. Online sources are on				(F)
5. Search engines can le		ırces.		(T)
6. The Egyptian Knowled			ges.	(T)
7. The Egyptian Knowledge Bank contains sources that are not subject to copyright.)
8. Digital maps provide of	clear and accurate direc	tions to the require	d places.	(T)
9. EKB website is considered	the largest digital library t	nat provides a lot of inf	formation.	(T)
10.The Knowledge Bank	provides the ability to d	ownload files to yo	ur devices.	(T)
11.Museum websites cor				(F)
12. Digital libraries provi	de searching for various	media such as ima	ges and video	s and	
downloading it.				(T)
13.Google digital maps ena	able you to locate clear ar	nd accurate direction	s for places.	(T)
14.Electronic museums a	llow users to view the r	nuseum on digital c	levices.	(T)
Second: Choose the corr					
1- The websit		35 11			
a- EKB	b- Amazon	c- Facebook	d- Twitter		
2- One of the most famo				I.S.	
a- Facebook	b- Google	c- Word	d- Faceboo	K	
3- To view museums on your digital device, we use					
a- Electronic museums		c- EKB	d- Pyramids	ŧ.	
4- Specialized search eng	gines represented by b- Google	c- Google Play	d- Faceboo	تا	
a- Gps 5- The websit	e provides sources subj		u- racebuo	N	
WEDSIL	ICT 5 th Grade		Belal Nasr 010	657604	83

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Al-Khwarizmi Educational Series	وانسك وغير مسموح بإزالة بيقاتي	عى منكرات الشرح كلملة تواصل	للصول		
a- EBK b-	Computer	c- Games	d- Faceboo	k	_
6- It can provide clear and	accurate directions	to the required pl	aces		
a- Bing <u>b</u> -	Google maps	c- Youtube	d- Faceboo	k	
7- If you need to review a s	street or a map of a	n area, we use			
a- Digital maps b-	Browsers	c- EKB	d- Faceboo	k	
8- You must consider the int	ellectual property rig	hts of others when	using fi	iles.	
a- Images b-	Sound	c- video	d-Both		
9- From the examples of s					
A. Bing. B. Word	. C.	Excel.	D. Paint.		
**********	*******	*****	******	***	
Theme 3: Lesson 8 C	hoosing betweer	n synchronous a	nd asynchrone	ous	
	communi				
First: But a sign (/) or a si					
First: Put a sign (✓) or a si					
1- Asynchronous commun				(F)
2- Synchronous communicat				d.(T)
3- There is no difference b		to-face communic	ation and	7-	
communication via text messages. 4- Recorded voice messages are examples of asynchronous communication.				(F)
				(T)
5- Synchronous communic			/4 (8)	/ T	1
exchange opinions and i				(T)
6- Asynchronous communi		w , , , ,	same time.	(F)
7- It is preferable to be cle8- Asynchronous communication		N 100	twoon noonlo si	(T	J
video chats and live tele		oninanication be	tween people, si	(F	Y
9- Synchronous communic		tion that does not	occur at the san) O
and does not require an			occur at the san	(F	1
10- Asynchronous commi			d immediate resi		1
between people.	amedion requires e	off manication and	a miniculate resp	(F)
11- Instant chat rooms ar	e asynchronous cor	nmunication tools		(F	1
12- Electronic mail is cons					e,
an instant response.	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,			(F)
erande des Estes todamentes devos, directore V Praesto bertanno					100
	F 19				
Second: Choose the correc					
1 There are types of comr	nunication, includin	g	••••		

Grade

Al-Khwarizmi Educational Series	واصل وانساب وغير مسموح بإزالة بياناتي	للصول عَلَى هذكرات الشرح كلملة ذ	7	5	
a- synchronous.	b- asynchronous	c- both	d- no	ne	_
2- It is real-time commun	nication between people.				
a- synchronous.	b- asynchronous	c- both	d- no	ne	
3- It is communication th	nat does not occur in real	time			
a- synchronous.	b- asynchronous	c- both	d- no	ne	
4- Examples of digital too	ols for synchronous comr	nunication.			
a- Email	b- Voice and text messag	ges <u>c- Video cha</u>	<u>at</u> d- red	coded	
5- Examples of digital too	ols for asynchronous com	nmunication.			
a- Text messages,	b- recorded videos	c- Both	d- none		
6- Make sure to read you misinterpret it? This m		efore sending it. Co	uld the recip	ient	
a- Patient	b- Cooperative	c- Clear	d-all of abo	ve	
7- A video chat can be us	sed to communicate via .	<u>)</u>			
a- Internet	b- Mail	c- Bluetooth	d-all of abo	ve	
8 is one of	the tools of synchronous	communication.			
a- Video chats	b- Email	c- Recorded video	d-all of abo	ve	
9- You must be	. any time you communic	ate			
a- Passionate	b- Selfish	<u>c- Patient</u>	d-all of abo	ve	
10- From synchronous	s communication tools				
A. Email. B. Inst	ant chat rooms. C. Rec	corded video. D. G	oogle search	n engir	ne.
*******	******	*****	******	****	**
Theme 4:	Lesson 1 Questions :	EXPLORER IN AC	TION		
First: put a (true) or (fa	alse) mark:				
1. Using technology to	collect data is importa	nt in planning for	the future.	(T)
2. The amount of energy w	ve consume in homes rema	ains constant throug	hout the day.	(F)
3. The Raspberry Pi ca	annot be used to record	d data.		(F)
4. Egypt has a system for	using water effectively to in	ncrease the agricultu	ıral area.	(T)

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Second: Choose the correct answer from the following:

1- Dr. Diego Ponce o	de Leon created a nev	v program	used to program
air conditioners ar	nd refrigerators.		
a- Energy saving	b- Energy wasting	c- Energy saving	d- all of above
2- One of the ways to	o generate energy is t	o use	
a- Wind energy	b- Points	c- All of the abov	ve d- none
3- Dr. Ponce de Leo	n used technology to	collect data with the	aim of
<u>a- Save</u> b- F	Planning c-	Distribution of roles	d- none
4- Renewable energ	y sources have		
a- Oil c- N	latural gas <u>c-</u>	Wind	d- all of above
5- The thermostat or	thermostat measures	in air conditioner	s and refrigerators.
a- Humidity degree	b- Temperature	c- Air quantity	d- all of above
6- One of the ways to	o generate energy is t	o use	
a- Wind energy	b- Coal	c- Petroleum	d- all of above
7- Devices	send the information	back to the compute	r.
a- Sensor	b- Thermostat	c- Raspberry Pi	d- all of above
8- Examples of rener	wable energy include.		4
a- Sun and wind	b- Coal	c- Petroleum	d- all of above
9- The power system	n in power networks ca	an be improved by co	ollecting their
a- Data. b- S	Software. c-Powe	r transformers.	d- all of above
10- Some devices he	p in the efficiency of en	ergy use, and these d	evices include .
a- Magnetometer	b- Thermostat	c- Radar	d- all of above
11- The Raspberry	Pi Pl2B can be progra	ammed	
a- Lighting on or off	b- Reading sensors	c- both	d- none
12- The world has	witnessed great progr	ess in generating ele	ectricity through
renewable energy	, such as		
a- Wind energy	b- Solar energy	c- both	d- none



Theme 4: Lesson2 Questions: How digital devices work

First: Put the word (true) or the word (false):

1- To Troubleshoot screen freezes in the A	ndroid system, press the Alt + Shift + del buttons.	(F)
2- To solve the problem of the screen	n stopping responding in the Windows syste	m, pre	255
and hold the Ctrl+Alt+Del buttons		(T)
3- To solve the problem of the screen stop	ping on Android devices, press Ctrl + Alt + Del.	(F)
4- Most programs, including versions	s of Microsoft and the Chrome browser, can	be	
downloaded from the Internet.		(T)
5- To solve the problem of the screen	n stopping responding on Android devices, p	ress th	he
power button for 30 seconds.		(T)
6- You cannot install a program on a	Windows computer.	(F)
7- A common problem when using a	computer is that the screen freezes.	(T	/)
8- Updates for most programs are in	stalled automatically.	(T)
9- Computers use the binary number	system to store data more efficiently.	(T)
10- Some of the programs you can d	lownload from the Internet include versions	of	
Microsoft Office.		(T)
11- The binary number system is ba	sed on the values 1 and 2.	(F)
12- The ability to download program	ns is not available on Android devices.	(F)
13- It is preferable not to update the	e programs installed on your device regularly	/. (F)
14- The Internet enables you to dow	nload programs and applications from		
official application stores.		(T)
15- Computers use Decimal systems	to store data.	(F)
16- Computers use binary systems t	o store data.	(T)
17- When you download a file for a	specific program, this file appears to you		
in the Download folder.		(T)
18- Computers do not understood N	lumbers in binary systems.	(F)
19- The software on the computers mu	ust be constantly updated to work efficiently.	(T)
20- The binary system uses 0,1 to ex	press numbers on computers.	(T)

Second: Choose the correct answer from the following:

1- The computer tells you to restart it again

<u>a Picture</u> <u>b- Message</u> c- Video d- all of above

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ICT 5th Grade

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2- Programs mus	2- Programs must be programmed regularly to help them work efficiently.					
a- Install	b- Update	c- Delete	d- all of above			
	n store uses Google Play S perating system.	tore to download p	rograms on devices			
a- Windows	b- Mac	c- Android	d- Linux			
4- Computers use	e the system represente	ed by the two value	s 1.0" to express numbers.			
a- Decimal	b- Octal	c- Binary	d- ternary			
5- It may require	some major updates to co	omputers				
a- Delete updates b- Shut down the computer						
c- Restart the com	nputer	d- all of above				
6- To increase the	e efficiency of software, it	must				
a- Install it.	b- Update it.	c- Encrypt it.	d- all of above			
7- It is used to send, receive, and save information on digital devices.						
a- binary b- decimal		c- octal	d- ternary			
8- Computers und	derstand data through bin	ary signals.				
A. Optical	B. Sound	C. Electric	D. Magnetic			
9- Programs mus	t beregularly to h	nelp them run effici	ently.			
A. Install	B. Update	C. Delete	D. Paste			
10- To solve the	e problem of a Windows c	omputer's screen n	ot responding, press			
A. Shift+Alt+Del	B. Esc+Alt+Del	C. Ctrl+Alt+Del	D. Enter+Del+Esc			
11- The binary	system uses the two value	es to repi	resent numbers.			
A. 0.1	B. 1.5	C. 1.11	D. 0.0			
12- Computers	use the numbe	r system to store d	ata.			
A. Binary	B. Decimal	C. Octal	D. Quaternary			
13- To solve the	e problem of the screen fr	eezing, click				
A. F5+Enter	B. Del+F1	C. Del+Alt+F7	D. Crtl+Alt+Del			
14- Computers	understand data through	electric	cal signals.			
A. Mono 1		C. Trilogy 3.	D. Quad 4.			
******	*******	**********	*****			

Theme 4: Lesson3 Questions : An introduction to binary numbers

First:	Put	the	word	(true)	or the wo	ord (false)	:
				The second secon			The second secon	

1- a light switch represe	ents the simplest and most	efficient design for	r computer w	riring	
and circuits.				(T)
95	ot understand information	unless it is represe	nted by the r		ers
1 and 0.				(F)
3- Uses of the binary nu	umber system with electro	nic digital devices is	ineffective.	(F)
4- Of the forms and nar	mes of the binary system, i	ncluding yes / no.		(T)
5- Examples of electronic digital devices that operate in the binary system are the computer only.					
6- The decimal number	9 in the binary system is e	quivalent to 1001.		(T)
Second: Choose the co	rrect answer from the foll	owing:			
1- Computers are simp	le and completely efficien	t.			
a- Like a car <u>b- lil</u>	ke a light switch	vristwatch	d- all of abo	ve	
2- Humans use it to co	mmunicate using numbers	, and it contains nu	mbers from (0 to 9	•
a- Decimal system	b- Binary system	c- Octal system	d- all of abo	ve	
3- In the decimal syste the ten single digits.	m, when we go beyond the	e number 9 in the c	ount, we add	l one	of
a- to the right	b- to the left	c- down	d- all of abo	ve	
4- Read the number 10)1 one hundred and one us	sing thesy	/stem.		
a- decimal	b- octal	c- binary	d- all of abo	ve	
5- While reading the n	umber 101 with one zero o	one using the	system.		
a- decimal	b- octal	c- binary	d- all of abo	ve	
6- The binary System is	equivalent to 11 in the de	ecimal number syste	em.		
a- 2	b- 4	<u>c- 3</u>	d- 6		
7- When the number 7 written in the form.	is converted from the dec	imal system to the	binary syster	n, it is	5
a 1000	<u>b- 111</u>	c- 101	d- 110		

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Theme 4: Lesson4 Questions: Determining the needs for a digital project

First: Put the word (tri	ie) or the word (false):
--------------------------	--------------------------

ng program does not	allow multiple users around th	ne world to ed	dit
nt.		(F)
to plan your research	n project.	(F)
Paint are used to crea	ate websites.	(F)
ocument or image vi	a email.	(T)
s not allow multiple	users around the world to edit	the same	
		(F))
used to create a res	earch project.	(T)
ages you create and in	sert them into a document using	Paint. (T)
ools used to create a	digital project is a word proce	ssor. (T)
used when working	on various projects.	(T)
allows multiple use	ers around the world to edit t	he same	
		(T)
s used to edit and	save images.	(T)
is one of the usefu	l programs for the implemen	tation of a	
		(T)
	ecessary for group members		and
)
ı send your work to	your teacher and group coll	eagues. (T)
orrect answer from	the following:		
ave the images that	you create and then insert in a	pps.	
b- Zoom	c- Email d- E	Excel	
	to plan your research paint are used to create a research ocument or image vies not allow multiple as used to create a research when working allows multiple used to edit and a is one of the useful a project, it is not no project. I send your work to orrect answer from a research when working a project. I send your work to orrect answer from a research was the images that	Paint are used to create websites. Cocument or image via email. Es not allow multiple users around the world to edit Es used to create a research project. Eages you create and insert them into a document using cools used to create a digital project is a word proce used when working on various projects. Eallows multiple users around the world to edit to sused to edit and save images. Eas one of the useful programs for the implement a project, it is not necessary for group members project. Eas used your work to your teacher and group collected and save the images that you create and then insert in a group the images that you create and the images tha	to plan your research project. Paint are used to create websites. Coument or image via email. It is not allow multiple users around the world to edit the same (F) It is used to create a research project. It is ages you create and insert them into a document using Paint. Cools used to create a digital project is a word processor. It is used when working on various projects. It allows multiple users around the world to edit the same (T) It is one of the useful programs for the implementation of a (T) It is not necessary for group members to understate or oject. It is not necessary for group members to understate or oject. It is end your work to your teacher and group colleagues. (T) Correct answer from the following: ave the images that you create and then insert in apps.

2- Information can be shared and delivered through...

a- Email

b- Registered

c- Documents d- video call

3- One of the main elements for completing the project is

a- Images

b- Text

c- data

d- All of the above

4- application allows multiple users around the world to edit the same document via an Internet connection.

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a- Paint	b- Word	c- Excel	d- chromo	e	
5- You can send the work	k to members of yo	our group using			
a- PowerPoint	<u>b- Email</u>	c- Paint	d- Excel		
6- The final product of th	ne project could be				
a- presentation	b- A poster	c- A Film	c- All of th	ne above	e
7- Microsoft's	program is a us	eful program for i	mplementing proj	jects.	
A- Word	B- Zoom	C- WhatsA	pp D- Facebo	ook	
8- Important things to co	onsider when prep	aring a group proje	ect		
A- Limiting the project to	one person	B- Assignin	g roles		
C- Working without plann	ning	D- Working	randomly		
9- To edit a document of	on a Word file, yo	ou must			
A. Paste document.		B. Select docum	nent.		
C. Copy document.		D. Delete docur	nent		
10 helps y	you to send your	work to your tea	cher and colleag	jues	
within the group.					
A. Email.		B. YouTube.			
C. Paint.		D. Word.			
*******	*****	******	*******	*****	
Theme 4: Lesson 5 Q	uestions :Gathe	ring data and p	resenting infor	mation	
First: Put the word (true)	or the word (false	e):			
1- The AutoSum command is used to add numbers in Excel.			(T)	
2- When researching a topic , first define a research question.			(T)	
3- Excel graph are one exc	190 5 5 80 80	5399	ovide a visual	/ T	Y
representation of data drawn in the form of a graph. 4- Excel spreadsheet program is used to prepare graphs.			(T (T)	
5- Axis titles cannot be added in Excel.			(F)	
6- Using Excel, you can add up a group of cells.			(T)	
7-Graphs and charts ar	The state of the s			(T)
8-Using Excel, you can	perform a calcu	ation on a group	of cells.	(T)

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4- When you inser	t an image into your	presentation, it must be ur	related to the topic.	(F	
5- To highlight key	information within a	a Word file, use bold text.		(T	
		olors in your presentation so		(T	
7-Power Point p	resentation progr	am allows adding effect	ts to slides.	(T	
8-The Paint program helps you classify and process information.					
9-It is better to a	add audio content	to enhance the text and	d image on the		
presentation.				(T	
Control Character					
Second: Choose t	ne correct answer	from the following:			
1- The	program is used to	write documents			
a- Excel	b- Paint	<u>c- Word</u>	d- power point		
2- Presenting info	ormation in an attra	active way. We use the	program.		
a- Power Point	b- Paint	c- Games	d- chrome		
3- You can explain a lesson in an attractive way using media through a program.					
a- Word	b- Paint	c-power point	d-Excel.		
4- The	program is used	to prepare a presentation			
a- Power Point	b- Excel	c- Word	d- paint		
5- In the presenta	ation program and	drawing the attention of	the audience, we us	se	
a- Charts	b- Bold font	<u>c- Photos</u>	d- video		
6 pr	rogram is used to	make a film from a sele	ection of still image	es.	
A. Word.	B. Paint.	C. Excel.	D. Movie Maker.		

Theme 4: Lesson 7 Questions: Producing an effective presentation

First: Put the word (true) or the word (false):

1- Storyboards allow you	to plan your ideas an	d visualize presentat	ion results in advan	ce.(T
2- You can use regular for	ont to highlight key	information.		(F
3- The duration of the sl	ide presentation m	ust exceed one hou	ır.	(F
4- It is preferable that the num	nber of slides within the	presentation does not e	xceed (10) slides.	(T
5- The presentation mus	stn't provide a huge	amount of inform	ation.	(T
6- The presentation sho	uld not take too lor	ng.		(T
7- The storyboard help	os you to organize	your ideas in the	right sequence v	vithin
your presentation.				(T
8- The presentation sh				(F
9- The font size within the	ne presentation sho	ould be appropriate	and easy to read.	(T
Second: Choose the corr	ect answer from th	ne following:		
1- You can plan your ide	as and visualize the	e results in advance	by	
a- Storyboards	b- Video	c- Websites	D- AUDIO	
2- In the 10-20-30 rule o	of presentation soft	ware, do not excee	d the number of sl	des
a- 10 slides.	b- 20 slides .	c- 30 slides	d- None of the abo	ove.
3- You can use the Powe	er Point presentatio	on program to prepa	are	
a- report	b- graphs	c-presentation	d- video	
4- The appropriate font	size when preparin	g a presentation is		
a- 25	<u>b- 30</u>	c- 15	d- 10	
5- The font size of the pr	resentation should	be the same		
a- Dark	b- Difficult	c- Appropriate	_ d- small	
6- The 30:20:10 rule in p	resentation softwa	ire means		
a- 10 slides maximum	b- 20 minut	es minimum preser	tation duration	
c- 20 maximum font size	d- all of abo	ve		
7- The duration of the p exceed one minute.	resentation in the F	PowerPoint present	ation program mus	st not
a-10	<u>b- 20</u>	c- 50	d- 30	
8- When inserting image	es into a presentation	on, they should be	to the topic.	

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	ICT 5 th Grade	((23))	Mr- Belal Nasr 010	06576048	83
A. Java	B. HTML.	C. SQL	D. Python.		
5	is the hypertext ma	arkup language.			
A- Php	B- Java	C- HTML	C- CSS		
4 is the n	narkup language that	will be displayed or	n the internet brov	vser.	
a- Subheadings	b- headings	c- Paragraph	d- all of above		
3- The largest font si	ze used on a web pag	e is			
A- Word Press	b- Word	c- Both	D- NONE		
2- It is used to create	e a website				
a- Sending	b- Coloring.	c- Writing.	d- Classification.		
1- Word app is used	to docum	ents.			
Second: Choose the	correct answer from	the following:			
the rest of the tex 4- Sub-headings are 5- You can save the N 6- HTML is conside 7- Hypertext marku 8- HTML is an abbr	t. written in a larger for Word file as a web pa ered a hypertext ma p language (HTML)	nt than the heading ge by selecting web rkup language. helps you to desi	s. page while saving gn a web page.	(T (F)
1- It is important to a2- Word can be used3- The Headings on t	to create a web page	e. •		(T)
First: Put the word (t			e G		
	4: Lesson 8 Quest	997	n principles		
******	*******	******	*******	*****	
A. Storyboard.	B. Playlists.	C. Playback Too	ols. D. Menu l	Bar	
Commence of the Commence of th	at shows a specific	ASS ACCOUNTS OF CONTRACTORS OF CONTR	COLUMN TO THE PARTY OF THE PART		_
A. Organized	B. Conceptual	C. Sequent		e abov	e
A. Storyboard 10- A storyboard help				ile	
9- A diagram showing for your presentat	the state of the s	ecific content in the C. Video	form of a chart or D. Audio F		2
A. Unrelated	B. Appropriate	C. Inappropriate	D. Huge.		_
	THE RESERVE TO SHARE THE PARTY OF THE PARTY				



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